



MINUTES

BOARD OF DIRECTORS MEETING #61

Wednesday, June 27, 2018 @ 7:30 p.m.

Quidi Vidi Boathouse, 10 Clancey Drive, St. John's, NL

IN ATTENDANCE:

- Ed Grant, Chairperson (Chairperson)
- Harold Mallowney, Southern Shore (Vice Chairperson)
- Bill Bailey, Clarenville and Isthmus
- Danny Breen, St. John's
- Maggie Burton, St. John's (Remotely)
- Glenn Clarke, Trinity Conception North
- Wally Collins, St. John's
- Sandy Hickman, St. John's
- Jamie Korab, St. John's
- Dave Lane, St. John's
- Kevin McDonald, Southwest Avalon
- Sheilagh O'Leary, St. John's (Remotely)
- Peggy Roche, Small Metro
- Deanne Stapleton, St. John's
- Lucy Stoyles, Mount Pearl
- Gerard Tilley, Conception Bay South Sam Whalen, Bay Roberts
- Hilda Whelan, TBS & Isthmus East
- Sterling Willis, Paradise
- Ken Kelly, Chief Administrative Officer, ERSB
- Lynn Tucker, Manager Corporate Services, ERSB
- Christie Dean, Manager Waste Operations, ERSB
- Bradley Power, Board Clerk/Outreach Coordinator, ERSB

OTHER ATTENDEES:

- LynnAnn Winsor, City of St. John's
- Andrew Niblock, City of St. John's

REGRETS:

- Ian Froude, St. John's

- Hope Jamieson, St. John's

PROCEEDINGS:

1) CALL TO ORDER

Mr. Grant called the meeting to order at 7:00 p.m.

2) ADOPTION OF AGENDA

It was moved and seconded (Mr. Hickman/Mr. Willis) to adopt the Agenda as tabled. All in favour.

MOTION 2018-043: Carried (unanimously)

3) DELEGATIONS:

4) REVIEW OF MINUTES

It was moved and seconded (Ms. Stoyles/Ms. Whelan) that the Minutes of the May 23, 2018 meeting of the Eastern Regional Service Board be adopted as tabled. All in favour.

MOTION 2018-044: Carried (unanimously)

5) COMMITTEE REPORTS

a) Finance and Audit Committee Report:

Mr. Hickman delivered the Finance and Audit Committee Report.

1. Board Expenditures – May 2018:

Mr. Hickman noted the cheque register and payroll summary for the month of May was included in the meeting package for review.

The Cheque register includes regular payments to waste collection contractors, fuel providers and City of St. John's for tipping fees. Mr. Hickman noted that a few cheques were voided and are noted in the listing of cheques which were due to a printing error.

It was moved and seconded (Mr. Hickman/Mr. Mullooney) that Eastern Regional Service Board accept the board expenditures (Cheque Register and Payroll Summary) for May 2018 as tabled. All in favour.

MOTION 2018-045: Carried (unanimously)

2. Creation of New Accounts Receivable Position:

Mr. Hickman noted that a briefing note was included in the meeting package which outlines an increase to the number Accounts Receivable Clerks that the Board has from two positions to three positions.

Mr. Hickman said Board members would recall that there was some movement in the office last year to accommodate two employees on medical leave. To deal with the workload, one acting position was created and temporary staff was brought in for support to backfill a vacant position.

Staff are reporting that the workload distribution is now more manageable and seems to be more equal amongst Accounts Receivable Clerks. The ERSB is anticipating that the demands on accounts receivable staff are going to increase in the near future. It is also anticipated that one employee may retire in 1-2 years. For these reasons, staff are recommending a new position be created for an accounts receivable clerk. The person acting in this position be confirmed as their permanent position and the position of Reception and Administrative Support be publically advertised.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Whalen) that the ERSB create a new Accounts Receivable Clerk position to be added to the Board's organizational structure with an offer of promotion be made at a rate of step one pay scale of the Accounting & Receivables Clerk to the employee temporarily assigned to the position. In addition, the position of Reception and Administrative Clerk will be publicly advertised and a competitive process to secure the best person for the position will be undertaken. All in favour. MOTION 2018-046: Carried (unanimously)

3. Tender Award for Roadwork at Clarendville Transfer Station:

Mr. Hickman noted the briefing note on this issue included in the meeting package.

Mr. Kelly said this is a fairly straight forward item – repairs are needed for the road that leads to the Clarendville Transfer Station. Most of this road is maintained by the Department of Transportation and Works but ERSB is responsible for a short portion of the road.

The project was put to tender this year, and the project came in at \$42,837.50 including taxes for the lowest bid. There was a wide range of bids up to \$196,000.

Staff recommend awarding the tender to J1-Contracting Limited, which is a local company to the Clarenville area and has ample equipment to complete a job of this nature.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Bailey) that the ERSB award the tender for road upgrades at the Clarenville Transfer Station to J-1 Contracting Limited for the sum of 42,837.50, including HST. All in favour.
MOTION 2018-047: Carried (unanimously)

4. Tender Award for Pick-up Truck:

Mr. Hickman noted there was a briefing note included in the meeting package that highlights the bids received from the tender process for the purchase of a new pick-up truck.

The lowest compliant bid was from Royal Garage.

Mr. Tilley asked about the standing offer with the provincial government for the purchase of fleet vehicles. Mr. Kelly said the standing offer has lapsed, but ERSB will make use of it in the future if a new agreement is signed. Our feedback from the Department of TW is that they will have a standing offer in place for mid 2019.

Ms. Roche asked if this truck purchase respects the new Public Procurement Act. Mr. Kelly confirmed the new process was followed.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Mr. Lane) that the ERSB award the tender for One (1) 4x4 2018 1/2 Ton Pick-up Truck to Royal Garage for the sum of \$43,660.90 including HST. All in favour.
MOTION 2018-048: Carried (unanimously)

5. Tender Award for Clarenville Sewer Daylighting Project:

Mr. Hickman noted the briefing note included in the meeting package. He said ERSB currently has a combined sewer for the floor drains and the sewer system for the building at the Clarenville Waste Transfer Station. Through this project ERSB will separate the run off from the floor drains and put that into a ditch while the sewer waste will still go into a septic field. This project has been approved by Service NL.

Mr. Kelly said this work will alleviate some problems that we are experiencing at the site.

Mr. Kelly said there was only one bid on the project and the price was reasonable given the parameters of the work. A trench box will be required because of the depth and work will take place outside of operating hours.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Bailey) that the ERSB award the tender for a drain bypass at the Clarendville Transfer Station to GMK Equipment Rentals for the sum of \$17,020.00 including HST. All in favour.

MOTION 2018-049: Carried (unanimously)

6. Updated Fee Collection Policy:

Mr. Hickman noted the updated fee collection policy was presented in the meeting package. This draft is the culmination of all input provided by staff and the Board in recent months.

This policy formalizes key aspects such as:

1. which staff positions can adjust interest and how much,
2. that the owner of the land will be responsible for the fees,
3. payments will be applied to interest first then fees, and
4. how interest will be applied.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Mullooney) that the ERSB proceed to adopt the revised Fee Collection Policy as presented. All in favour.

MOTION 2018-050: Carried (unanimously)

7. Q1 Financial Report:

Mr. Kelly noted an unaudited financial report for the first quarter of the year was included in the meeting package for the Board's information.

He said that at a high level ERSB has spent 19.2% of its first quarter budget. Every quarter is different, so the Board may not necessarily see 25% expenditures each quarter.

The only issue to note for expenditures is the WorkplaceNL overage, which is due to issues focused on market reentry for an individual and other assessments from Workplace NL.

In terms of capital, Mr. Kelly said the Board has upcoming expenditures for the Whitbourne Depot and the closure of landfills on Bell Island.

Mr. Kelly said this report is for information only.

8. Extension of Clarenville Curbside Waste Collection Contract:

Mr. Hickman said there was a briefing note included in the meeting package regarding the extension of the current waste and recycling collection contract in Clarenville.

Mr. Hickman noted the current contract expires on December 31, 2018.

Mr. Grant and staff met with the Town of Clarenville a few weeks ago and sought agreement on extending the contract. There was no issue from the Town's perspective.

Mr. Kelly noted staff have issued a letter to all communities to respond back to the Board if they are in agreement with extending the contract for another year. They have not heard from all communities and some simply need more time to have a meeting to discuss.

Mr. Kelly said any community that wishes to not participate can develop their own solution and we will bring this revised number of communities to the contractor as the scope of work for this extension if there are changes.

MOTION: It was moved and seconded (Mr. Hickman/Mr. Bailey) that the ERSB exercise the option to extend the contract with the contactors agreement and seek the commitment of communities to participate in the regional service for an additional year. All in favour.

MOTION 2018-051: Carried (unanimously)

b) Strategy and Policy Committee Report:

Mr. Whalen delivered the Strategy and Policy Committee Report.

1. GovNL Reporting Requirements – Annual Reports:

Mr. Whalen noted the 2016 Annual Report was included in the meeting package while the Board Clerk the 2017 edition by e-mail previously.

Mr. Whalen said the 2016 report and the 2017 report, which are basically historical reports of what happened in those years in terms of revenues and expenses, volumes of waste collected and progress of

other initiatives like water and wastewater pilot and fire and emergency services, are now up for debate and a motion to adopt.

Mr. Kelly added the reports will be submitted to the Province along with ERSB's annual financial statements.

MOTION: It was moved and seconded (Mr. Whalen/Ms. Roche) that the ERSB adopt the 2016 and 2017 Annual Reports as tabled with any additional amendments that staff feel necessary before these are submitted to the Province. *All in favour.*

MOTION 2018-052: Carried (unanimously)

2. Update on Joint Councils Survey:

Mr. Power note that the Board is consulting the joint councils and individual councilors seeking their input on the regional priorities and issues for them. The Board will use this information to develop a Corporate Strategic Plan.

All mayors, councilors, LSD representatives, and senior staff are invited to participate in this survey, including ERSB Board members.

Mr. Whalen said Mr. Power presented some of the preliminary results from the responses that were received to date at the last committee meeting, but we are hoping to have more of a response given that there are about 700 to 800 municipal representatives in the region.

Mr. Whalen said staff are aiming to have at least 50 responses to the survey for consideration at our next meeting. So, if you haven't already please take a few minutes and go through the survey.

3. Engagement Strategy Update and Corporate Survey:

Mr. Whalen said Board member would recall that the purpose of the engagement strategy and corporate survey is to get feedback from customers on regional services and approaches to cost recovery. The plan is to be ready to go live in the fall (late September or early October), with web-based survey and post cards to clients. The cards will be sent out to the Board's customer base of 32,000 properties, including seasonal properties.

Staff met with NATIONAL today to go through concepts and provide direct for the team to work over the summer.

c) Governance Committee Report:

Mr. Mallowney delivered the Governance Committee Report for May.

1. Update on Establishing New Joint Councils:

Mr. Mallowney said Board member would recall at the last Board meeting an update was provided on how well the initiative to support joint councils was going.

He also highlighted that there are two areas that do not have joint councils -Southwest Avalon and the Isthmus/Clarenville area.

Mr. Power noted that a letter to the Towns and LSDs in these two areas inviting them to participate in the development of a joint council is included in the meeting package.

Mr. Whalen asked all Board members that may have contact with mayors, councilors and LSD representatives in these areas to encourage them to have a discussion about this and to participate in joining this regional group.

We are trying to have the initial meeting sometime in the early Fall.

2. WorkplaceNL Report/Update:

Mr. Whalen noted the issue of workplace injuries is always an item of concern for any organization especially municipal organizations given the type of work that we do.

In the meeting package there was a summary provided of the last three years and we can see that we had two injuries in each for 2015 and 2016 and 5 injuries in 2017. So far in 2018 there have be no workplace injuries.

All policies, minutes and meetings that are required have been updated and submitted to WorkplaceNL and the Board continues to enjoy PRIME status with WorkplaceNL which recognizes the efforts we are putting in to have a safe work environment for our staff.

Staff will continue to monitor WorkplaceNL issues and update the committee as needed.

3. Employee Benefits Review:

Mr. Whalen noted that staff do an annual review of the employee benefits program at renewal time in terms of the experience or level of claims under the program and the costs.

We have been given a new monthly premium from the provider Medavie Blue Cross and it has an increase of 2.2% over the previous 12 months. This is a modest increase given the experience under the program. This is a monthly increase of \$88.77.

As a reminder, when the Board went to tender in 2016 on this program it reduced the premiums from over \$6100 per month down to \$4300.

6) CORRESPONDENCE

There was no correspondence to present.

7) NEW BUSINESS

a) **Passing of former Board Member Leo Moriarity and former Mayor of Ferryland:**

Mr. Mullooney noted that Mr. Leo Moriarity, the former Mayor of Ferryland and a former Board member has passed away. Leo was involved with the Southern Shore Joint Council and the NL Regional Economic Development Board.

Mr. Mullooney said there was a short service for friends and family yesterday at Cauls Funeral Home.

He added that Leo had a strong moral compass. He taught for many years. He was also the Mayor of Ferryland when the town was in hard shape and with Leo's leadership they came out of that period. He will be missed.

b) **Meeting with Minister Parsons/Letter to Brett Wareham from Minister Parsons:**

Mr. Grant said he met with the new Minister of Municipal Affairs and Environment, Andrew Parsons. It was a very positive meeting.

Mr. Grant noted the new Minister has a totally different approach. Minister Parsons seems to be saying we are doing a good job. We are pleased with the letter he sent to Brett Wareham recently in particular.

One issue that was raised was a caution from ERSB regarding the discrepancy between Eastern, Central and Western regions. The Minister said he understands that different regions need different services, and there are many inequities. People in his district, for example, need to travel two hours for health services.

The Minister also said he signed the letter for the expanded fire and emergency services mandate for the Board.

Mr. Mullaney said he felt the same way as Mr. Grant about the meeting – it was very positive.

Mr. Kelly said the meeting was constructive and very well received and we were asked to provide information or proposals on new services that the Board could provide.

8) ROUNDTABLE:

Ms. Burton asked if the Board has ever considered a litter team in our region, or support community clean-ups. She asked if we doing anything extra for communities. Mr. Grant noted that municipalities and LSDs can get support from ERSB for community clean-ups. Ms. Burton suggested staff get the information about community clean-up partnerships out more effectively. Facebook, MNL, etc. She asked that this go on the agenda for Strategy and Policy Committee.

9) UPCOMING MEETINGS:

- a) Strategy & Policy Committee – Tuesday, September 18, 2018
- b) Governance Committee – Wednesday, September 20, 2018
- c) Finance & Audit Committee – Thursday, September 19, 2018
- d) Board of Directors – Wednesday, September 26, 2018

10) ADJOURNMENT – Harold/Danny

*Seeing no further business to be discussed, it was moved and seconded (Mr. Breen/mr. Hickman) that the meeting adjourn. All in favour.
MOTION 2018-053: Carried (unanimously)*

The meeting adjourned at 8:04 p.m.

(4) COMMITTEE REPORTS

(4)(a) Finance and Audit Committee Report

(4)(a)(1) Board Expenditures

EASTERN REGIONAL SERVICE BOARD

PAYROLL EXPENSE

MAY 2018

Payroll – Staff (<i>2 pay periods – 35 employees</i>).....	\$136,360.15
Payroll – Board (21 members)	<u>\$ 00,000.00</u>
Total Payroll (<i>54 employees</i>)	\$136,360.15
Payroll CRA Remittance	<u>\$ 46,940.97</u>
TOTAL GROSS PAYROLL	<u>\$183,301.12</u>

PREVIOUS MONTH

APRIL 2018

Payroll – Staff (<i>2 pay periods – 33 employees</i>).....	\$134,621.61
Payroll – Board (21 members)	<u>\$ 29,865.95</u>
Total Payroll (<i>54 employees</i>)	\$164,487.56
Payroll CRA Remittance	<u>\$ 54,827.88</u>
TOTAL GROSS PAYROLL	<u>\$219,315.44</u>

Eastern Regional Service Board

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Cheques from 000001 to 006927 dated between 05-01-2018 and 05-31-2018

CHEQUE REGISTER

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Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
006820	05/02/2018 61366 Newfoundland and Labrador Inc.	5,290.00	A/P	CLEARED	05/16/2018
006821	05/02/2018 A1 Glass	334.65	A/P	CLEARED	05/09/2018
006822	05/02/2018 Around The Bay Disposals Inc.	42,930.88	A/P	CLEARED	05/09/2018
006823	05/02/2018 Bell Aliant	1,607.76	A/P	CLEARED	05/16/2018
006824	05/02/2018 Big Erics Inc.	289.36	A/P	CLEARED	05/16/2018
006825	05/02/2018 Christie Dean	4,032.59	A/P	CLEARED	05/09/2018
006826	05/02/2018 Dicks and Company Limited	590.11	A/P	CLEARED	05/09/2018
006827	05/02/2018 Dodd's Diesel Repair Ltd.	6,086.04	A/P	CLEARED	05/09/2018
006828	05/02/2018 Dyna-Pro Environmental	269.08	A/P	CLEARED	05/16/2018
006829	05/02/2018 East Coast Hydraulics	26.83	A/P	CLEARED	05/09/2018
006830	05/02/2018 E K Lomond Auto Solutions Inc	62.25	A/P	CLEARED	05/09/2018
006831	05/02/2018 EnviroSystems Incorporated	1,293.98	A/P	CLEARED	05/16/2018
006832	05/02/2018 Glenn Clarke	121.85	A/P	CLEARED	05/23/2018
006833	05/02/2018 Harvey & Company Ltd.	1,152.21	A/P	CLEARED	05/09/2018
006834	05/02/2018 Jenkins Anthony Inc.	4,417.02	A/P	CLEARED	05/09/2018
006835	05/02/2018 Ken Kelly	2,777.60	A/P	CLEARED	05/09/2018
006836	05/02/2018 Kevin Power	577.53	A/P	CLEARED	05/09/2018
006837	05/02/2018 Kevin Butt	20.04	A/P	CLEARED	05/16/2018
006838	05/02/2018 Kevin McDonald	116.77	A/P	CLEARED	05/16/2018
006839	05/02/2018 Lynn Tucker	143.52	A/P	CLEARED	05/09/2018
006840	05/02/2018 Madsen Construction Equipment	275.45	A/P	CLEARED	05/16/2018
006841	05/02/2018 Miller IT Limited	1,485.69	A/P	CLEARED	05/09/2018
006842	05/02/2018 Newfoundland Power Inc.	1,231.02	A/P	CLEARED	05/16/2018
006843	05/02/2018 Northern Business Intelligence	2,897.47	A/P	CLEARED	05/16/2018
006844	05/02/2018 O'Brien's Trucking Ltd	230.00	A/P	CLEARED	05/23/2018
006845	05/02/2018 Quikprint Services Ltd.	467.00	A/P	CLEARED	05/16/2018
006846	05/02/2018 Royal Garage Ltd.	298.77	A/P	CLEARED	05/16/2018
006847	05/02/2018 SaltWire Network Inc.	902.90	A/P	CLEARED	05/09/2018
006848	05/02/2018 T2 Ventures Inc.	179,162.31	A/P	CLEARED	05/09/2018
006849	05/02/2018 Tulk Tire & Service Ltd.	1,893.90	A/P	CLEARED	05/09/2018
006850	05/02/2018 Receiver General of Canada	797.49	G/L	CLEARED	05/23/2018
006851	05/02/2018 Jackson, Albert	45.00	A/R	CLEARED	05/16/2018
006852	05/02/2018 OKeefe, Joseph & Katherine ODonnell	114.97	A/R	OUT-STD	05/02/2018
006853	05/16/2018 62167 Newfoundland and Labrador Inc	7,380.30	A/P	OUT-STD	05/16/2018
006854	05/16/2018 Acklands Grainger Inc.	788.19	A/P	CLEARED	05/31/2018
006855	05/16/2018 Bay Auto Sales & Service Inc	5,135.16	A/P	CLEARED	06/06/2018
006856	05/16/2018 Bell Mobility Inc.	1,479.65	A/P	CLEARED	05/31/2018
006857	05/16/2018 Bradley Power	126.65	A/P	CLEARED	05/23/2018
006858	05/16/2018 Christie Dean	2,010.63	A/P	CLEARED	05/31/2018
006859	05/16/2018 City of St. John's	47,973.48	A/P	CLEARED	05/31/2018
006860	05/16/2018 Coish's Trucking & Excavating Ltd.	14,432.50	A/P	CLEARED	05/31/2018
006861	05/16/2018 Craig's Locksmithing & Auto Glass	862.50	A/P	CLEARED	06/06/2018
006862	05/16/2018 Dodd's Diesel Repair Ltd.	8,499.26	A/P	CLEARED	05/23/2018
006863	05/16/2018 Ed Grant	101.54	A/P	CLEARED	05/31/2018
006864	05/16/2018 Fortis Concrete Inc.	499.10	A/P	CLEARED	05/31/2018
006865	05/16/2018 Gary Loder	97.74	A/P	OUT-STD	05/16/2018

Eastern Regional Service Board

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Cheques from 000001 to 006927 dated between 05-01-2018 and 05-31-2018

CHEQUE REGISTER

Printed: 9:53:05AM 06/08/2018

Page 2 of 3

Number	Issued		Amount	SC	Status	Status Date
006866	05/16/2018	GCR Tires & Service	1,806.77	A/P	CLEARED	05/31/2018
006867	05/16/2018	Hilda Whelan	172.62	A/P	CLEARED	05/23/2018
006868	05/16/2018	Imperial Oil	150.65	A/P	CLEARED	05/31/2018
006869	05/16/2018	Ken Kelly	5,233.87	A/P	CLEARED	05/23/2018
006870	05/16/2018	Kenneth Rollings	379.04	A/P	CLEARED	05/31/2018
006871	05/16/2018	Kevin Power	1,362.07	A/P	CLEARED	05/31/2018
006872	05/16/2018	Leslie Squires	440.00	A/P	CLEARED	05/31/2018
006873	05/16/2018	Lynn Tucker	85.46	A/P	CLEARED	05/31/2018
006874	05/16/2018	Michelle Squires	18.12	A/P	CLEARED	05/31/2018
006875	05/16/2018	Modern Business Equipment Limited	224.46	A/P	CLEARED	05/31/2018
006876	05/16/2018	North Atlantic	31,759.88	A/P	CLEARED	05/31/2018
006877	05/16/2018	Northern Business Intelligence	1,490.41	A/P	CLEARED	05/31/2018
006878	05/16/2018	ORKIN Canada Corporation	194.35	A/P	CLEARED	05/31/2018
006879	05/16/2018	Pitney Bowes	183.26	A/P	CLEARED	05/31/2018
006880	05/16/2018	Provincial Ready Mix Inc.	599.61	A/P	CLEARED	06/06/2018
006881	05/16/2018	Quikprint Services Ltd.	2,641.34	A/P	CLEARED	05/23/2018
006882	05/16/2018	SaltWire Network Inc.	758.23	A/P	CLEARED	05/23/2018
006883	05/16/2018	Sam Pike Masonry Ltd.	59.21	A/P	*VOID*	05/16/2018
	Void Reason:	Employee sent printed job while cheque was in tray				
006884	05/16/2018	Shred-it International ULC	58.51	A/P	*VOID*	05/16/2018
	Void Reason:	Employee sent printed job while cheque was in tray				
006885	05/16/2018	Tulk Tire & Service Ltd.	982.10	A/P	*VOID*	05/16/2018
	Void Reason:	Employee sent printed job while cheque was in tray				
006886	05/16/2018	Vardy Villa Limited	35,091.67	A/P	*VOID*	05/16/2018
	Void Reason:	Employee sent printed job while cheque was in tray				
006887	05/16/2018	Wayde Higdon	440.00	A/P	*VOID*	05/16/2018
	Void Reason:	Employee sent printed job while cheque was in tray				
006888	05/16/2018	Vardy Villa Limited	35,091.67	A/P	CLEARED	05/31/2018
006889	05/16/2018	Sam Pike Masonry Ltd.	59.21	A/P	OUT-STD	05/16/2018
006890	05/16/2018	Shred-it International ULC	58.51	A/P	CLEARED	05/31/2018
006891	05/16/2018	Tulk Tire & Service Ltd.	982.10	A/P	CLEARED	05/23/2018
006892	05/16/2018	Wayde Higdon	440.00	A/P	CLEARED	06/06/2018
006893	05/16/2018	Workplace NL	1,777.41	A/P	CLEARED	05/31/2018
006894	05/16/2018	Reid, Bruce	153.00	A/R	OUT-STD	05/16/2018
006895	05/30/2018	61366 Newfoundland and Labrador Inc.	5,290.00	A/P	OUT-STD	05/30/2018
006896	05/30/2018	Acklands Grainger Inc.	181.63	A/P	OUT-STD	05/30/2018
006897	05/30/2018	Bay Auto Sales & Service Inc	4,096.10	A/P	OUT-STD	05/30/2018
006898	05/30/2018	Bell Aliant	1,580.36	A/P	OUT-STD	05/30/2018
006899	05/30/2018	Blaketown Service Station	4,873.09	A/P	OUT-STD	05/30/2018
006900	05/30/2018	Bradley Power	45.76	A/P	CLEARED	05/31/2018
006901	05/30/2018	Christie Dean	4,486.61	A/P	CLEARED	06/06/2018
006902	05/30/2018	Dicks and Company Limited	391.00	A/P	CLEARED	06/06/2018
006903	05/30/2018	Dodd's Diesel Repair Ltd.	10,218.43	A/P	OUT-STD	05/30/2018
006904	05/30/2018	East Coast Hydraulics	422.63	A/P	OUT-STD	05/30/2018
006905	05/30/2018	Eastern Machining & Welding Inc.	853.89	A/P	OUT-STD	05/30/2018
006906	05/30/2018	Express Signs	155.25	A/P	OUT-STD	05/30/2018
006907	05/30/2018	Gary Loder	680.00	A/P	OUT-STD	05/30/2018
006908	05/30/2018	Glenn Clarke	288.86	A/P	OUT-STD	05/30/2018

Eastern Regional Service Board

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Cheques from 000001 to 006927 dated between 05-01-2018 and 05-31-2018

CHEQUE REGISTER

Printed: 9:53:05AM 06/08/2018

Page 3 of 3

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006909	05/30/2018 Harvey & Company Ltd.	968.36	A/P	OUT-STD	05/30/2018
006910	05/30/2018 Ivan Heath	329.71	A/P	OUT-STD	05/30/2018
006911	05/30/2018 Jenkins Anthony Inc.	5,051.79	A/P	CLEARED	06/06/2018
006912	05/30/2018 Ken Kelly	2,077.19	A/P	CLEARED	06/06/2018
006913	05/30/2018 Kenneth Rollings	316.25	A/P	CLEARED	06/06/2018
006914	05/30/2018 Kevin Power	612.38	A/P	OUT-STD	05/30/2018
006915	05/30/2018 Kevin McDonald	233.54	A/P	OUT-STD	05/30/2018
006916	05/30/2018 Mark Day	5.62	A/P	OUT-STD	05/30/2018
006917	05/30/2018 NATIONAL Public Relations	3,366.06	A/P	OUT-STD	05/30/2018
006918	05/30/2018 Newfoundland Power Inc.	1,135.70	A/P	CLEARED	06/06/2018
006919	05/30/2018 OMB Parts & Industrial Ltd.	383.07	A/P	OUT-STD	05/30/2018
006920	05/30/2018 Parts For Trucks Inc.	24.40	A/P	OUT-STD	05/30/2018
006921	05/30/2018 SaltWire Network Inc.	3,955.77	A/P	CLEARED	06/06/2018
006922	05/30/2018 Sam Whalen	233.54	A/P	OUT-STD	05/30/2018
006923	05/30/2018 Tulk Tire & Service Ltd.	835.70	A/P	CLEARED	06/06/2018
006924	05/30/2018 Wajax (Power Systems)	436.43	A/P	OUT-STD	05/30/2018
006925	05/30/2018 Workplace NL	1,777.41	A/P	CLEARED	06/06/2018
006926	05/30/2018 Geiger, Kenneth	180.00	A/R	OUT-STD	05/30/2018

Cheque Totals Issued:	492,877.31
Void:	36,631.49
Total Cheques Generated:	529,508.80
Total # of Cheques Listed:	107

**(4)(a)(2) Creation of New Accounts
Receivable Position**

Briefing Note: Budget 2018 and Additional Salary/Position

As members will recall, during 2017 two Accounting & Receivables Clerks were off on extended sick leave and a person from a temporary employment firm was brought in to assist with the workload. That person filled the Reception & Administrative Clerk position. The full-time permanent employee whose position was the Reception & Administrative Clerk was temporarily assigned to the position of Accounting & Receivables Clerk to ensure that the work of Accounting & Receivables department continued with as little disruption as possible. The employee who took on this position temporarily in July 2017 continues in the position and provided continuity during this difficult period.

The two AR clerks returned to full time work in the Fall of 2017 and the Board decided to maintain the temporary help to staff the Reception and Administrative Clerk position. This meant that we have had one extra Accounting Clerk for that 6 month period. This has worked very well in the office with workload distribution, office tension, enabling an enhanced focus on difficult collections and risk mitigation for vacation/Stat holidays/sickness and other events.

When the decision was made in the Fall of 2017 to retain the extra assistance it was agreed that if another position was made permanent that the temporary staffing position for the Reception and Administrative Clerk would be competitive.

Staff are recommending that a third permanent Accounts Receivable Clerk position be created. The practice has been to offer positions internally first to permanent employees and if no suitable candidates are found then advertise externally.

The salary scale for the position of Accounting & Receivables Clerk for 2018 is \$48,688 (\$26.75/hour) to \$56,463 (\$31.02/hour), paid bi-weekly at 35 hours per week. The salary scale for this position is a seven-step scale with annual increases on the anniversary of the hire date with satisfactory job performance. As noted at the May meeting, the volume of work has steadily increased in the Accounting and Receivables department as we continue to identify customers and implement services. At this time, the Accounting and Receivables clerks manage 14,261 customer accounts and that number continues to increase. For some of these accounts which are paid in multiple installments we may have 10 interactions before the annual fee is paid in full.

We will require coverage of the Accounting and Receivables staff for annual leave/vacation time. We have three (3) Accounting and Receivables Clerks eligible to take 3 weeks annual leave each – that equates to 9 weeks of annual leave where coverage will be required. As well those accounting clerks have sick leave whereby up to 18 additional days may need to be covered.

As noted in the background information provided in January, the peak season for the Accounting and Receivables Department is late November through March of each year. This is a very busy time for staff in that they prepare the annual invoice levy before the end of the current year so that invoices are ready to go to customers in the first week of January in the new year. The

invoices are printed, folded and stuffed by a contractor; however, this does not include several thousand seasonal invoices that require additional preparation.

Once invoices have been mailed, staff may expect to hear from approximately 20% of those in receipt of invoices or about 3,000 contacts will be made either through telephone calls, emails, or written correspondence. Payments are submitted and receipted. **For the first 4 months of 2018, a total of 15,886 receipts were issued – average of 194 receipts/day.**

Month	Days Operational	Total No. Receipts	Avg. Receipts/Day
Jan	22	6547	298
Feb	20	4160	208
Mar	20	2435	122
Apr	20	2744	137

In addition, staff deals with property sales, transfer of properties, bankruptcies, returned payments (NSF, closed accounts, etc.), requests for information of services, property exemptions, explanation of Clarendville Transfer Station and waste recovery facilities, why fees are assessed on cabins, missed waste collections, etc.

Two of the Accounting and Receivables Clerks are active in collections. They follow up with customers who have delinquent accounts, preparing statements of claims for small claims court and follow through the small claims court process to judgment enforcement.

The number of accounts and volume of customer interactions is not expected to decline. If anything we expect the number of services and complexity of information to increase in the future.

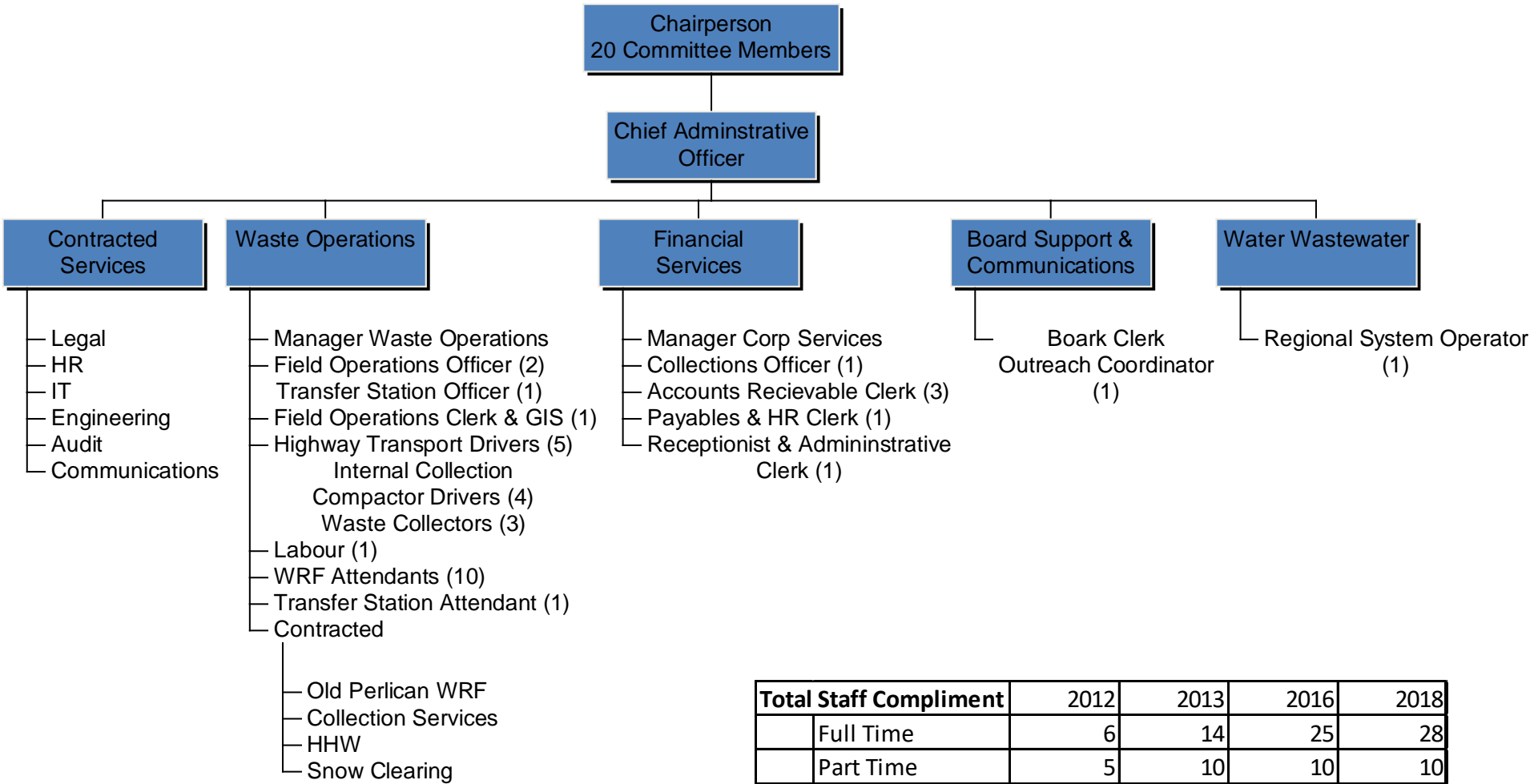
The addition of another Accounting & Receivable Clerk would be very beneficial to the work of the Board as we continue to grow; however, this means that the salary costs budgeted for corporate administration will be over budget for 2018.

Recommendation:

A new position of Accounting & Receivables Clerk to be added to the Board's organizational structure with an offer of promotion be made at the rate of step one pay scale of the Accounting & Receivables Clerk to the employee temporarily assigned to this position.

The position of Reception and Administrative Clerk be publicly advertised and a competitive process to secure the best person for the position.

2018 Organizational Structure



Total Staff Compliment		2012	2013	2016	2018
	Full Time	6	14	25	28
	Part Time	5	10	10	10

**(4)(a)(3) Tender Award for Road
Work at Clarendville Transfer**

BRIEFING NOTE

Tender Award – Road Upgrades for Clarenville Transfer Station

BACKGROUND

A tender for road upgrades at the Clarenville Transfer Station was issued on May 16, 2018. The tender closed on Monday, June 4, 2018 at 3:00 p.m.

Ten (10) tender packages were picked up. There were five (5) bidders, with base bids ranging from \$37,250 (before HST) to \$170,910.00 (before HST). A comprehensive list of the bids is included on page 2 of this briefing note.

The lowest bidder was from J-1 Contracting Limited for \$37,250 before taxes, or \$42,837.50 including HST.

Staff recommend awarding the contract to J-1 Contracting Limited.

The project will commence within a month of the contract being awarded. The project should be completed within two weeks, weather permitting.

This tender is one of the first tenders Eastern Regional Service Board has completed by way of the new *Public Procurement Act*.

MOTION:

It is recommended that the ERSB award the tender for road upgrades at the Clarenville Transfer Station to J-1 Contracting Limited for the sum of 42,837.50, including HST.

Attachment

Eastern Regional Service Board

SUPPLY OF Road Upgrades for Clarenville Transfer Station

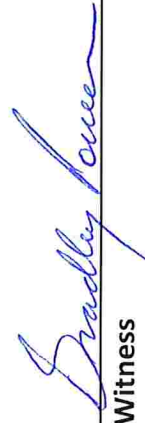
Closing Date and Time: Monday, June 4, 2018 @ 3pm

Tender Description: Supply of Road Upgrades for Clarenville Transfer Station

Project Number: _____

Name	Base Bid	HST	Tender Total
J-1 Contracting Ltd.	37,250.00	5,587.50	42,837.50
M.J. Hickey Construction Ltd	63,000.00	9,450.00	72,450.00
Cabot Industries Limited	38,500.00	5,775.00	44,275.00
G.M.K. Equipment Rentals Ltd.	52,900.00	7,935.00	60,835.00
C.W. Parsons Ltd.	170,910.00	25,636.50	196,546.50


 Christie Dean
 Manager Waste Operations


 Witness
June 4/18

**(4)(a)(4) Tender Award for Pick-up
Truck**

BRIEFING NOTE

Tender Award – One (1) 4x4 2018 ½ Ton Pick-up Truck

BACKGROUND

A tender was issued for the supply of One (1) 4x4 2018 ½ Ton Pick-up Truck on April 30, 2018. The tender closed on May 16, 2018.

There were two bids, ranging from \$34,944 (before HST) to \$37,966.00 (before HST). A comprehensive list of the bids is included on page 2 of this briefing note.

The lowest bidder was Royal Garage for \$34,944 before taxes, or \$43,660.90 including HST.

In January and November 2013, the Board purchased two similar pick-up trucks through the tender process. They cost 43,576.96 (HST included), and \$32,843.45 (HST Included), respectively. In April 2015, a pick-up was tendered at a cost of \$32,673.02 (HST Included). In 2016, a pick-up was purchased through a standing offer (Atlantic Premiers Joint Procurement Agreement), for \$26,703.00 (HST Included).

Staff recommend awarding the current tender to Royal Garage.

The new truck will be delivered by the end of the year.

This tender is one of the first tenders Eastern Regional Service Board has completed by way of the new *Public Procurement Act*.

MOTION:

It is recommended that the ERSB award the tender for One (1) 4x4 2018 ½ Ton Pick-up Truck to Royal Garage for the sum of \$43,660.90 including HST.

Attachment

**Eastern Waste Management
REQUEST FOR QUOTES**

SUPPLY OF ONE (1) 4x4 2018 ½ Ton Pick-up Truck

Closing Date and Time: May 16, 2018 @ 1:00 pm

Tender Description: Supply of One (1) 4x4 2018 ½ Ton Pick-up Truck

Project Number: _____

Name	Base Bid	HST	Tender Total
<i>Hickman Chrysler Dodge Jeep</i>	37,966.00	5694.90	\$43,660.90
<i>Royal Garage</i>	34,944.00	5,241.60	40,185.60


Christie Dean
Manager Waste Operations
Eastern Waste Management


Witness

KEN TODD KELLY
A Commissioner for Oaths in and for
the Province of Newfoundland and Labrador.
My commission expires on December 31, 2021.

**(4)(a)(5) Tender Award for
Clarenville Sewer Daylighting
Project**

BRIEFING NOTE

Tender Award – Drain Line Bypass for Clarenville Transfer Station

BACKGROUND

A tender was issued on June 1, 2018 for work associated with a drain line bypass daylighting at the Clarenville Transfer Station. The tender closed on June 12, 2018 at 3:00 p.m.

There were three (3) tender packages picked up, but only one tender bid received. The only bid was from GMK Equipment Rentals for \$14,800 before taxes, or \$17,020.00 HST included. Staff recommend awarding the contract to GMK Equipment Rentals per their bid.

The project will commence one month after being awarded. Construction should be completed in approximately two (2) weeks. It is necessary to address issues with the septic field on the site caused by silt and small material in wash water flowing from floor drains into the septic field which is blocking the field.

The project is slightly higher in cost than expected as a result of the nature of the work. This project requires a significant amount of excavation, including the use of a trench box and other precautionary safety measures. Work associated with this project will also be required to take place outside of regular operating hours where the drain crosses the active site.

MOTION:

It is recommended that the ERSB award the tender for a drain bypass at the Clarenville Transfer Station to GMK Equipment Rentals for the sum of \$17,020.00 including HST.

Eastern Regional Service Board

SUPPLY OF Drain Line Bypass for Clarenville Transfer Station

Closing Date and Time: Tuesday, June 12, 2018 @ 3pm

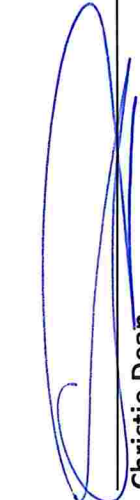
Tender Description: Supply of Drain Line Bypass for Clarenville Transfer Station

Project Number: _____

Name	Base Bid	HST	Tender Total
GPK Equipment Rentals	\$14,800.00	\$2,220.00	\$17,020.00



 Witness



 Christie Dean
 Manager Waste Operations
 Eastern Waste Management

KEN TODD KELLY
 A Commissioner for Oaths in and for
 the Province of Newfoundland and Labrador.
 My commission expires on December 31, 2021.

(4)(a)(6) Updated Fee Collection Policy

EASTERN REGIONAL SERVICE BOARD

FEE COLLECTION POLICY

WHEREAS section 3 of the *Regional Service Boards Act* 2012, SNL 2012. C. R. 8.1 (the “Act”) grants authority to establish regional service boards and the Province has enacted the *Eastern Regional Services Board Order*, O.C. 2011-255 to establish the Eastern Regional Services Board (the “Board”);

AND WHEREAS subsection 24(1) of the Act gives the Board authority to defray its expenses by generating revenue through the assessment of fees from municipal authorities, persons who occupy real property and users of its facilities and service;

AND WHEREAS subsection 24(3) of the Act requires the Board to impose by a resolution of the Board the methods of raising revenue, as well as the date when the money being raised as revenue is due and payable;

AND WHEREAS section 26(1) of the Act requires that the Board adopt a budget containing estimates of the revenue and expenditures for the next financial year and the rate of assessment for fees under section 24 for the next financial year by no later than October 31;

AND WHEREAS section 4 of the Regulations states that an amount owing to the Board is a debt due to the Board and the Board may recover it by civil action in a court;

AND WHEREAS section 5 of the Regulations states that the Board may stop providing a service to a municipal authority, user or person where the municipal authority, user or other person fails to comply with a policy of the Board respecting the service;

AND WHEREAS it is the intention of the Board to establish this policy pursuant to its authority in section 24 of the Act to administer the methods of raising revenue;

BE IT RESOLVED THAT the Board establish the following Fee Collection Policy:

Definitions

1. In this policy
 - a) “Act” means the *Regional Service Board Act, 2012*, SNL 2012 c R-8.1, as has been and may be amended from time to time;
 - b) “Account” means the unique identifier assigned by the Board for each municipal authority, persons who occupy real property, either as owners or tenants of the property, or other users of facilities and services;
 - c) “Board” means the Eastern Regional Services Board established by the *Eastern Regional Services Board Order*, O.C. 2011-255 under the *Regional Service Boards Act*, RSNL 1990 c R-89 and continued pursuant to subsection 3(3) of the Act;

- d) "Debt" means an amount that has become due and payable to the Board;
- e) "Fee" means the amount of money assessed and owed to the Board as established annually as a rate of assessment under section 26(1) of the Act;
- f) "Interest" means a fee assessed by the Board pursuant to section 24 of the Act, which compounds monthly at a rate set by the Board annually as a rate of assessment under Section 26(1) of the Act;
- g) "Property" means any and all real property including land and fixtures;
- h) "Regulations" means the *Eastern Regional Service Board Regulations, 2013*, Regulation 8/13, as have been and may be amended from time to time;
- i) "Tenant" means any person that occupies real property who is not an owner, lodger or boarder as contemplated by section 24 of the Act; and
- j) "User" means a municipal authority, person who occupies real property, either as owners or tenants of the property, or other user of any Board facility or service.

Account Information

- 2. The Board may keep for its records any and all information pertaining to fees assessed by the Board for each account for the purposes of its administration and accounting including, but not limited to, mailing address, telephone number, email address, bank account information, notes of actions taken or conversations with regards to the Account, interest that has accrued, and survey or other land title information.
- 3. Accounts shall not be split or subdivided based on the request of one party. The debt owed for an account is joint and severable among all names listed on the account.
- 4. The name associated with an account shall only be changed under the following circumstances:
 - a) there was a factual error made during its creation that is supported by sufficient documentation; or
 - b) the Board is provided with evidence showing the property was conveyed and the conveyance was registered at the Registration of Deeds.
- 5. (1) The account holder shall be the owner of the real property to whom the service is being provided.
- (2) At the sole discretion of the Board, a tenant of the real property to whom

service is being provided may be the account holder in circumstances where the owner cannot be identified.

- (3) Notwithstanding subsection (2), the owner of the real property to whom service is being provided shall be responsible for unpaid fees including interest and costs of collection of unpaid fees.

Fee collection process:

6. (1) The Board, or its designate, may issue an invoice at any time for the fees assessed for each user.
- (2) The invoice shall indicate the amount due including any fees assessed, interest, adjustments, credits and previous balances.
- (3) All invoices are due and payable thirty (30) days from the date the invoice is issued.
- (4) The accepted method for payment of fees owed to the Board includes cash, money order, cheque, debit, applicable credit card, preauthorized debit with a form properly endorsed and online transfers from approved banks.
- (5) The user may pay the invoice: (i) in full; (ii) through quarterly installments; or (iii) through ten (10) monthly installments. In any case, the invoice shall be paid in full by October 31st of the year the fee was assessed.
- (6) A user shall provide the Board with post-dated cheques or pre-authorized debit to enter into a payment plan.
- (7) All payments received by the Board shall be applied to accumulated interest. If the payment exceeds the accumulated interest, the payment shall then be applied to the principal debt.
- (8) If a property is within an incorporated municipal authority the invoice shall be issued to the incorporated municipal authority for the number of units of service required at a property.
- (9) What constitutes a property or an eligible property for fees is at the sole discretion of the Board in accordance with the Service Delivery Policy.

Court Action

7. (1) Pursuant to section 4 of the Regulations, an amount owing under section 24 of the Act is a debt due to the Board and the Board may recover it by civil action in a court.
- (2) Nothing in this policy shall fetter the Board's discretion to fully pursue any and all rights and remedies afforded to it by law.

- (3) Unless otherwise resolved, the Board grants its authority to the Chief Administrative Officer, or its delegate, in its sole discretion, to enforce the Board's rights referred to in subsection (1).

Prorated Fees

8. (1) The annual fees assessed by the Board may be prorated for a portion of a year to reflect: (i) the change in ownership in land; (ii) the construction of a structure; or (iii) the demolition of a structure.
- (2) Fees will only be prorated based on demonstrated proof from the account holder to support the date for prorating of fees and the reason. Supporting information that may be considered in the decision include occupancy permit, disposition documents, electrical connection/disconnect from provider, police or fire department report, demolition report/confirmation from a municipal authority or records of previous inspections of properties by the Board or its designate.

Good Standing:

9. (1) An account shall be in good standing if there is no debt on the account or if there is a special arrangement in place.

Application of Interest

10. (1) Interest shall be applied to all accounts not in good standing as of the seventh of the month. This is the date interest shall be due and payable to the Board.
- (2) Interest shall be applied to the full balance owed at the time of application.

Interest Abatement

11. A request for interest abatement requires a written letter from the user.
12. The Manager of Corporate Services is authorized to abate up to 100% of late payment interest accrued because of an error or omission by the Board.
13. The Board grants its discretion to the following representatives to abate interest:
- a. the Accounts Receivable Clerk, or delegate, may, in their discretion, abate interest to a maximum amount of \$18.00;
 - b. the Manager of Corporate Services may in their discretion abate up to 60% of interest to a maximum of \$1000.00 in consideration for full payment of the principal fees and balance of interest remaining;

- c. the Chief Administrative Officer, may in their discretion abate up to 60% of interest to a maximum of \$5000.00 in consideration for full payment of the principal fees and balance of interest remaining;
 - d. notwithstanding subsection (c), an abatement up to a maximum of \$5000.00 may be authorized by both the Chairperson and the Chief Administrative Officer, , in their discretion, where the person seeking relief has reasonably demonstrated with sufficient documentary proof that: (i) the user could not have reasonably known that the service existed and that fees were due and payable; (ii) a medical condition rendering the person incapacitated; or, (iii) estate undergoing probate; and
 - e. the Finance Committee may, in their discretion, abate any interest amount by resolution.
14. Notwithstanding any other section of this policy, the Board grants discretion and authority to the Chief Administrative Officer, or their delegate, to abate interest as a method of settlement in a legal proceeding.

Special Arrangement

15. (1) If an account is not in good standing, an alternate payment schedule may be arranged at the discretion of the Financial Officer and Manager of Corporate Services to satisfy the debt owed.
- (2) Acceptance of a special arrangement shall require the user to provide their employer, driver's license and other pertinent information for financial collection.
- (3) If a special arrangement is entered into the accrual of additional interest shall be abated.
- (4) The special arrangement shall be considered dishonored if a payment is not made pursuant to the agreed upon payment schedule for any reason whatsoever.
- (5) If a special arrangement is dishonored, interest will continue to accrue to the balance owing and the account will be considered not in good standing.
- (6) If a special arrangement is dishonored, the total amount owing on the account shall become immediately due and payable.
- (7) The maximum amount of time that a special arrangement can extend is twenty (20) months.
- (8) The minimum monthly payment for a special payment arrangement is \$40 per month.

Non-Sufficient Funds and Stop Payment

16. (1) When the bank returns a request for payment for non-sufficient funds available in an account, a fee shall be assessed to the account, which becomes immediately due and payable to the Board.
- (2) The Board shall establish the rate for non-sufficient funds on an annual basis as a rate of assessment.
- (3) A stop payment on an account is considered a dishonoured payment and the amount owing on the account for fees, interest and any additional penalties becomes immediately owed to the Board.

Refunds

17. (1) The Board shall not refund any amount paid on an account unless there is: (i) a credit on the account; or (ii) there was an administrative error.
- (2) A credit shall be applied to an account due to the disposition of property upon written notice given to the Board of the disposition and the new user providing written documentation to the Board, as detailed in section 8.
- (3) In the event that an account has a credit, the Manager of Corporate Services may authorize a payment to correct the credit and the amount to be paid to the account holder or estate of the account holder.
- (4) The amount of the credit must exceed \$2.00.
- (5) The Manager of Corporate Services may authorize the credit balance be applied to another account that has a balancing owing to the Board with the consent of the original account holder that is owed the credit.

Closing of an Account

18. (1) An account shall not be closed if there is a balance owing on the account greater than \$40.
- (2) The Board or its designate may close an account if:
 - a) the account was made inactive because the property cannot be identified;
 - b) there was an error in creating the original account; or
 - c) upon the disposition of property and new user information is provided.

Certificate of Good Standing

19. (1) A certificate of good standing or balance of an account shall only be provided to a user, or to a person or entity that the user has consented in writing that the

information be disclosed.

- (2) A certificate of good standing represents the information available to the Board on the day upon which it is issued and the Board does not warrant its accuracy for any period other than the day upon which it is executed.
- (3) The Board shall provide a certificate of good standing or balance of an account for an account that has as a rate of assessment.

Withdrawal of Service

20. The Board may stop providing service to a user where a user fails to comply with policy of the Board respecting service. This policy is intended to be a policy of the Board as contemplated pursuant to section 5 of the Regulations.

Bankruptcy

21. If a user becomes bankrupt, the Board may, in its discretion, pursue any and all rights and remedies afforded to it by law as a creditor.

(4)(a)(7) Q1 Financial Report

EASTERN REGIONAL SERVICE BOARD

2018 BUDGET

EXPENDITURES

Salaries	2018 Budget	Q1 Actual	Budget Consumed
Chair/Board Member Remuneration	\$ 100,000.00	\$ 29,865.85	29.9%
Salaries (Corporate Administration)	\$ 536,537.23	\$ 146,806.20	27.4%
Salaries (Regional Waste Operations)	\$ 854,088.90	\$ 234,765.08	27.5%
Salaries (Internal Curbside Collections)	\$ 404,112.92	\$ 99,811.47	24.7%
Salaries (Water)	\$ 55,000.00	\$ 13,461.56	24.5%
Sub-total	\$ 1,949,739.06	\$ 524,710.16	26.9%
Benefits			
Employment Insurance	\$ 30,150.75	\$ 12,156.75	40.3%
CPP	\$ 96,512.08	\$ 24,347.87	25.2%
WHSCC	\$ 50,000.00	\$ 56,234.07	112.5%
Health & Life Benefits	\$ 27,361.08	\$ 7,395.95	27.0%
RRSP	\$ 125,631.73	\$ 28,260.46	22.5%
Other			
Sub-total	\$ 329,655.64	\$ 128,395.10	38.9%
Transportation & Communications			
Board/Committee Local Travel (mileage & expenses)	\$ 45,000.00	\$ 7,787.17	17.3%
Telephone	\$ 40,000.00	\$ 7,722.64	19.3%
Staff Local Travel (mileage & expenses)	\$ 10,000.00	\$ 461.74	4.6%
Professional Development (Board)	\$ 35,000.00	\$ 1,000.00	2.9%
Sub-total	\$ 130,000.00	\$ 16,971.55	13.1%
Supplies			
Insurance	\$ 115,000.00	\$ 4,197.50	3.7%
Office Expenses*	\$ 80,000.00	\$ 13,271.97	16.6%
Bank Charges	\$ 30,000.00	\$ 12,557.85	41.9%
Sub-total	\$ 225,000.00	\$ 30,027.32	13.3%
Purchased Services Administrative			
Audit	\$ 31,000.00	\$ 19,511.91	62.9%
Professional Development Staff	\$ 33,000.00	\$ 8,713.92	26.4%
Professional Services-Legal,HR,IT,Engineering,etc.	\$ 25,000.00	\$ 18,701.72	74.8%
Sub-total	\$ 89,000.00	\$ 46,927.55	52.7%
Property, Furnishings & Equipment			
Office Space (gross lease, Majors Path)	\$ 86,000.00	\$ 26,770.84	31.1%
Computer Software/Software Licensing	\$ 6,000.00	\$ 10,376.46	172.9%
Photocopier Fees	\$ 6,500.00	\$ 658.04	10.1%
Furniture & Equipment	\$ 10,000.00	\$ 3,879.24	38.8%
Sub-total	\$ 108,500.00	\$ 41,684.58	38.4%

2018 BUDGET

Purchased Services Consultants			
Communications	\$ 120,000.00	\$ 21,451.12	17.9%
Consulting			
Sub-total	\$ 120,000.00	\$ 21,451.12	17.9%
Regional Operations & Waste Recovery Facilities			
Office Space lease (Blaketown yard)	\$ 32,000.00	\$ 6,257.16	19.6%
Snow clearing all WRF	\$ 60,000.00	\$ 29,618.39	49.4%
Site Maintenance all WRF	\$ 75,000.00	\$ 1,481.93	2.0%
Old Perlican WRF (TCNWM)	\$ 175,000.00	\$ 39,263.67	22.4%
WRF Compaction Trailer Lease Payments	\$ 170,000.00	\$ 42,345.51	24.9%
Vehicle Maintenance and Operations	\$ 350,000.00	\$ 79,909.56	22.8%
Whitbourne Depot			
Sub-total	\$ 862,000.00	\$ 198,876.22	23.1%
Regional Transfer Station Clareville			
Utilities/phone	\$ 25,000.00	\$ 5,132.24	20.5%
Site Maintenance	\$ 50,000.00	\$ 6,992.22	14.0%
Vehicle Maintenance and Operations	\$ 200,000.00	\$ 42,620.61	21.3%
Tipping Fees At Regional Landfill for TS	\$ 350,000.00	\$ 86,499.02	24.7%
Sub-total	\$ 625,000.00	\$ 141,244.09	22.6%
Household Hazardous Waste Program			
HHW collection contract and Fire Dept	\$ 90,000.00	\$ 796.08	0.9%
Sub-total	\$ 90,000.00	\$ 796.08	0.9%
Curbside Waste Collection Program			
Office/Yard Space lease (Blaketown yard)	\$ 35,000.00	\$ 8,134.32	23.2%
Internal Curbside Program	\$ 810,000.00	\$ 194,464.80	24.0%
Contracted Services	\$ 3,200,000.00	\$ 734,988.71	23.0%
Sub-Total	\$ 4,045,000.00	\$ 937,587.83	23.2%
Water/Wastewater Program			
Sub-Total	\$ 17,500.00	\$ 1,037.02	5.9%
Fire Protection			
Sub-Total	\$ 18,500.00	\$ 18,495.00	100.0%
Reserves			
Regional Capital Reserve	\$ 320,000.00	\$ -	0.0%
Curbside Capital Reserve	\$ 150,000.00	\$ -	0.0%
Operational Reserve	\$ -	\$ -	
Sub-Total	\$ 470,000.00	\$ -	0.0%
TOTAL EXPENSES	\$ 9,079,894.70	\$ 2,108,203.62	23.2%

2018 BUDGET

Capital ERSB			
Whitbourne Depot, Landfill Closures	\$ 1,850,000.00	\$ 10,149.39	0.5%
Regional Equipment	\$ 100,000.00	\$ -	0.0%
Sub-Total	\$ 1,950,000.00	\$ 10,149.39	0.5%
TOTAL OPERATING AND CAPITAL	\$ 11,029,894.70	\$ 2,118,353.01	19.2%

REVENUE			
Waste Collection Fees	\$ 5,100,000.00	\$ 2,385,343.68	46.8%
Provision for Bad Debt	\$ (90,000.00)	\$ (30,485.30)	33.9%
Transfer Station Clarenville Tipping Fees/Permit Fees/Etc.	\$ 350,000.00	\$ 69,225.34	19.8%
Transportation charges revenue - Transfer Stn Clarenville	\$ 40,000.00	\$ 21,058.50	52.6%
Fire Protection Services Fees	\$ 19,000.00	\$ 12,070.62	63.5%
Recyclable metals/electronics	\$ 50,000.00	\$ 52,108.28	104.2%
Interest	\$ 35,000.00	\$ 25,618.02	73.2%
Misc Rev	\$ 1,000.00	\$ 6,756.19	675.6%
ERSB Surplus (Deficit) Previous Years			
Regional Landfill Tipping Fee Derived	\$ 3,347,394.70	\$ 1,673,697.34	50.0%
HST Rebate	\$ 250,000.00	\$ -	0.0%
Provincial Capital - Carried from 2014	\$ 1,750,000.00	\$ -	0.0%
Reserve Funding	\$ 100,000.00	\$ -	0.0%
Water / Wastewater Program	\$ 77,500.00	\$ -	0.0%
TOTAL REVENUE	\$ 11,029,894.70	\$ 4,215,392.67	38.2%

**(4)(a)(8) Clarendville Curbside
Waste and Recycling Collection
Contract Extension**

BRIEFING NOTE

Clareville Curbside Waste Collection Contract Extension -

BACKGROUND

The current contract for the Clareville area curbside collection service will expire at the end of this year. The contract has two options to extend for one year at a time.

The individual pricing for this contract is the best we have been able to achieve in the most recent tendering. We do not anticipate going to tender will result in additional cost savings.

The performance of the contractor has been good with no substantial issues.

The main issue of concern is the commitment of the communities to remain in the regional service. We have met with the Town Council of Clareville and had conversations with other community leaders such as the new Town of Milton-George's Brook.

If we intend to seek an extension then a commitment from the communities and negotiations with the contractor need to take place.

Does the Committee want us to start this process of extending or will we go to tender?

MOTION:

It is recommended that the ERSB exercise the option to extend the contract and seek the commitment of communities to participate in the regional service for an additional year.

**(4)(b) STRATEGY AND POLICY
COMMITTEE REPORT**

(4)(b)(1) Annual Report for 2016

Contents

Overview 4

Mandate..... 8

Lines of Business 9

Vision..... 10

Highlights and Accomplishments..... 10

Opportunities and Challenges Ahead 13

Message from the Chairperson



I am pleased to present the 2016 annual report for the Eastern Regional Service Board. This report covers the period January 1, 2016 to December 31, 2016.

The Board has been very active in the advancement of the Provincial Waste Management Strategy. The Clarendville Transfer Station has been operating for its first year and this completes one of the final stages in the implementation of the PWMS in the eastern region. The Board will be pressing forward with the development of a maintenance depot in the Whitbourne area as the central base for fleet operations in the region. With this work completed the Board will focus its attention on service delivery improvements, operational efficiency and preparing for our next opportunities in regional service delivery.

As chairperson, I am pleased to report to the various stakeholders in the eastern region that the Board has had another successful year and is positioning itself to deliver other essential and value added services in the near future.

Sincerely yours,

A handwritten signature in blue ink, which appears to be "Ed Grant".

Ed Grant
Chairperson
Eastern Regional Service Board

Overview

The Eastern Regional Service Board (the “Board”) was charged with implementing the regional plan developed by its predecessor committee – Eastern Waste Management for the 163 communities and 270,000 people in the eastern region. The plan was developed to accomplish three broad goals:

- advance the implementation of modern waste management practices,
- divert materials from disposal in the landfill, and
- close the 42 community landfills that operated in the region.

As of December 31, 2016, there is one community landfill operating in the eastern region on Bell Island with 41 operationally closed in accordance with the Eastern Regional Plan. The Province has chosen the Robin Hood Bay facility to be the focus for landfill and diversion services/facilities. The City of St. John’s operates the Robin Hood Bay facility for the benefit of the region.

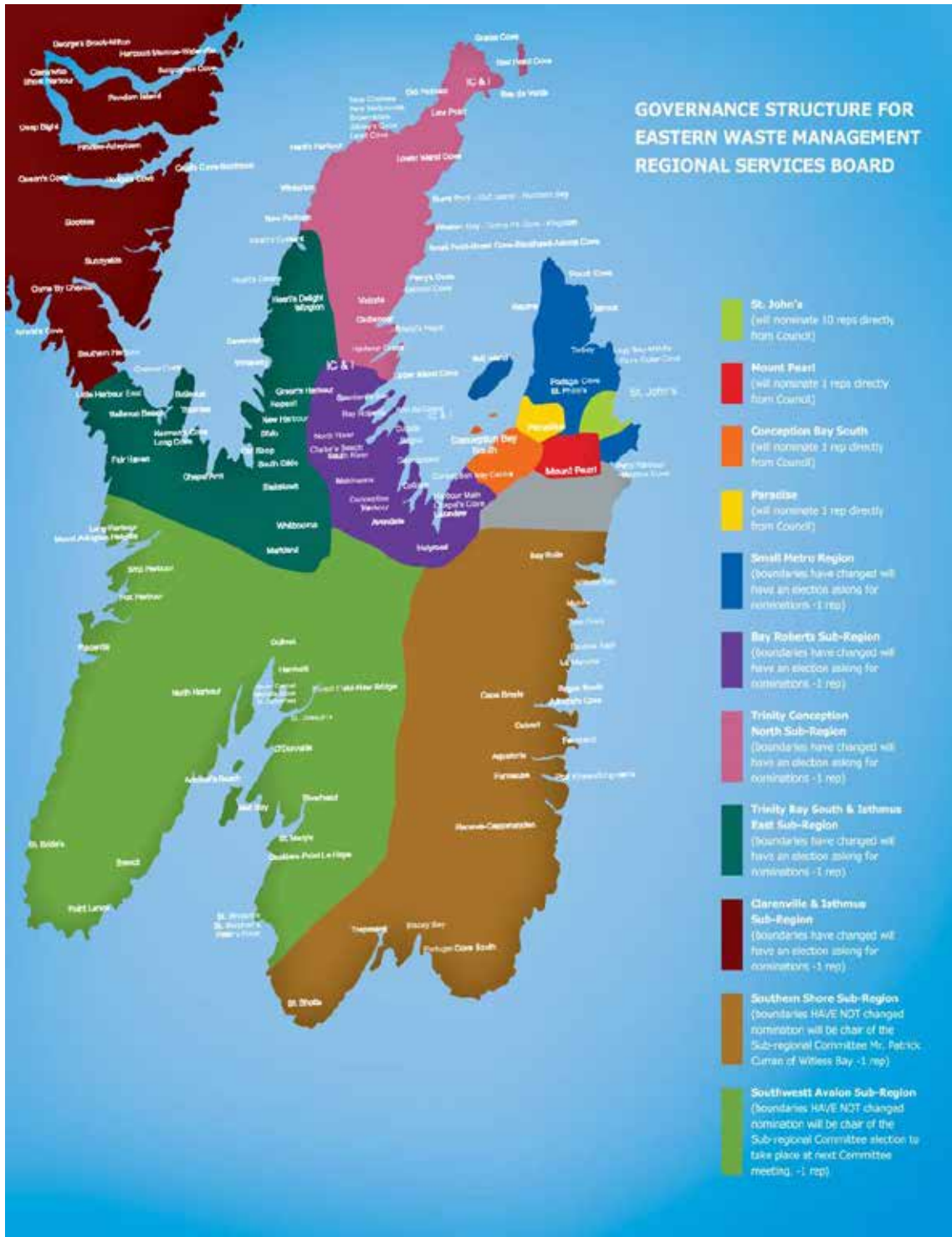
While many of the larger urban communities have dedicated waste fleets, for the most part the smaller municipalities, local service districts and unincorporated areas have regional service delivery provided by the Board. The regional service allows for an efficient and effective collection, transport and diversion of waste materials. The Board provides direct service to approximately 29,000 households and businesses. This includes weekly waste collection, biweekly recyclables collection (fiber and containers), and regular bulk garbage collection events.



Incinerator in Old Perlican being dismantled and replaced with a waste recovery facility

In addition to the roadside/curbside collection, the Board also operates a series of waste recovery facilities throughout the region and a transfer station in Clarenville to ensure that residents have ready access to services and facilities to dispose of household bulk items. Throughout the year, household hazardous waste collection events take place to allow residents to properly dispose of these hazardous materials.

Operations are overseen by a board of twenty municipal government representatives led by a chairperson appointed by the Province. These twenty members are either nominated by their respective Council or are elected by the Councils in a sub region to represent the sub region on the Eastern Regional Service Board. The map on the following page illustrates the representation for each area in the eastern region.



EASTERN REGIONAL SERVICE BOARD MEMBERS 2016		
Position	Name	Community
Chair	Ed Grant	
Vice Chair	Harold Mullowney	Southern Shore
Member	Dave Aker	Mount Pearl
Member	Gordon Stone	Trinity Conception North
Member	Bill Bailey	Clarenville & Isthmus
Member	Danny Breen	St. John's
Member	Peggy Roche	Metro
Member	Ron Ellsworth	St. John's
Member	Wally Collins	St. John's
Member	Joy Dobbie	Trinity Bay South & Isthmus East
Member	Jonathan Galgay	St. John's
Member	Gerard Tilley	Conception Bay South
Member	Dave Lane	St. John's
Member	Sam Whalen	Bay Roberts
Member	Dennis O'Keefe	St. John's
Member	Tom Hann	St. John's
Member	Sandy Hickman	St. John's
Member	VACANT	Southwest Avalon
Member	Art Puddister	St. John's
Member	Bruce Tilley	St. John's
Member	Sterling Willis	Paradise

Revenue and Expenditures

The Board is accountable for the funds it receives from government and the funds that are generated through fees that are levied on property owners, occupiers and users. Each year it has audited financial statements prepared.

EASTERN REGIONAL SERVICE BOARD

Statement of Operations

Year Ended December 31, 2016

	Budget 2016	Total 2016	Total 2015
REVENUES			
Clarenville transfer station	\$ 554,320	\$ 480,098	\$ -
Government grants	-	240,522	382,831
Tipping fees	3,418,762	3,367,536	2,863,765
Waste management fees	5,140,365	5,219,708	4,061,491
Metals recycling revenue	35,000	51,698	103,307
Capital government grants	-	489,520	3,702,917
	9,148,447	9,849,082	11,114,311
OPERATING EXPENSES			
ADMINISTRATIVE EXPENSES (Schedule 1)	1,503,343	1,590,607	1,405,480
REGIONAL WASTE MANAGEMENT OPERATING EXPENSES (Schedule 2)	2,074,850	2,326,997	1,425,610
WASTE COLLECTION OPERATING EXPENSES (Schedule 3)	5,086,854	4,766,091	4,310,893
Transfer station- site development (Note 6)	-	243,140	236,817
Waste recovery facilities - site development (Note 6)	-	4,356	22,156
Waste site closures (Note 6)	-	-	108,791
	8,665,047	8,931,191	7,509,747
SURPLUS FROM OPERATIONS	483,400	917,891	3,604,564
OTHER INCOME			
Interest income	-	363,305	268,599
Miscellaneous revenue	-	19,858	15,594
	-	383,163	284,193
ANNUAL SURPLUS	\$ 483,400	\$ 1,301,054	\$ 3,888,757

Unfortunately, the ERSB's current and historical financial statements do not capture the balance of its reserves clearly or effectively. Financial statements are not the tool many portray them to be, primarily because they are difficult to interpret effectively unless you know how each account connects to the day-to-day operation of the organization. For example, the ERSB financial statements regularly show a cash surplus, when in fact this "surplus" is (in part) the reserves the ERSB has established as well as the value of the property and equipment held by the Board.

So why do the financial statements not portray the ERSB reserve accounts in a way that the general public can understand. The reason is that ERSB must, as an arms-length government agency, follow the Public Sector Accounting Board (PSAB) accounting standards for the public sector. These independently set financial reporting standards are critical to promoting confidence in public sector entities. High-

quality accounting standards contribute to transparent and accountable information that is made available to the public, as well as quality financial information to support decision making.

The capital and operational reserves of the ERSB may contribute to the following purposes (if required based on the purpose of reserve accounts outlined above):

1. **Regional Capital Reserve (for regional waste recovery facilities):** Building replacements (operational buildings such as transfer station attendant hut and sheds); Equipment replacements (grapple trucks, walking floor trailers, floats, backhoes, pick-up trucks, shipping containers) and future site closures.

Curbside Capital Reserve (for curbside waste collection): Garbage trucks, as well as pick-up trucks and trailers related to curbside waste collection activities.

2. **Operational Reserve:** year-to-year operational funding for use if cost of delivering regional waste management services is higher than the fees collected from property owners.

At the end of 2017 the Board had tangible capital assets (land, buildings, heavy equipment, computer equipment, etc...) with an invested cost of \$8,098,007. Heavy equipment represents \$5,256,498 of the total invested in assets. Each year this equipment depreciates in value and at the end of 2017 had a value of \$4,726,647. At the end of 2018 ERSB will have sufficient reserve funds to replace up to 30% of its current assets or invest in new assets.

The staff complement includes a total of 25 full time employees and 10 part time employees. ERSB is governed by a board of 21 local municipal representatives. Audited Financial statements are submitted to the Provincial Government on an annual basis under the requirements of our legislation – *Regional Service Boards Act, 2012*.

Mandate

In accordance with section 3 of the *Eastern Regional Service Board Regulations, 2013*, the authority granted to the Eastern Regional Service Board is to:

Prescribed services

3. (1)The board has the power to construct, acquire, maintain and operate a waste management system within the Eastern Region.

(2) The board has the power to provide operational oversight of water and waste water systems owned by municipal authorities within the Eastern Region which have been identified through the Community Sustainability Partnership Initiative.

(3) The board has the power to provide fire protection services within the Eastern region.

The boundaries of the Eastern Regional Service Board are from St. John's in the East, Clarendville in the West and down the Burin Peninsula to Swift Current and Random Island.

These regulations can be viewed in their entirety on the following website:
<http://www.assembly.nl.ca/Legislation/sr/Regulations/rc130008.htm>

In 2015 the Province announced a pilot water and wastewater initiative under the Community Sustainability Partnership. This program provided the Eastern Regional Service Board with funding to hire a Regional Water and Wastewater System Operator that would work with 13 communities in the region. This initiative will provide expert advice to these communities to assist them in managing their water and waste water systems. The goal is to reduce the number of communities on boil water advisories, provide safe drinking water and help communities prepare for the new Federal regulations on effluent discharge from waste water systems.

In 2016 the Province authorized the Board to provide fire protection services with the intention that the Board predominantly enter into agreements with municipalities to deliver the services in unincorporated areas. This continues the advancement of regional service delivery as a viable option for efficient and cost effective municipal services in the eastern region.

Lines of Business

1) Operation of waste facilities and management of waste collection:

The Board operates ten waste recovery facilities across the region – Bay Bulls, Renewes-Cappahayden, St. Joseph's, Placentia, Cavendish, Harbour Grace, Sunnyside, Clarenville, Whitbourne and Old Perlican.

These facilities accept residential bulk garbage at no charge, including appliances, tires, construction and demolition materials, vehicles and parts.



Use of modern and efficient equipment for collection and transport

Collection services are provided by the Board to 29,000 homes and businesses on a weekly basis. This includes weekly waste collection, biweekly recyclables collection and regular bulk pick up events. Appendix 1 contains an illustrative map of communities that have curbside recycling as of January 2016. Appendix 2 contains an illustrative map of the 104 communities served by the Board's weekly waste collection service.

In addition, the Board provides household hazardous waste collection events.

2) Education and promotion of the Provincial Waste Management Strategy:

Through its regular contact with municipal stakeholders, the Board supports the education and promotion of the Provincial Waste Management Strategy in the eastern region. For example, it conducts household education campaigns in service areas to increase the participation of residents in the recycling program. In conjunction with other municipal organizations the Board continues to focus on the education of residents and the increase in recycling services offered by municipalities.



Separation of bulky goods for diversion and transportation

3) Water and Wastewater Systems:

The Board has hired an engineer to be an expert resource to 3 clusters of communities in the region. Many of these communities have been experiencing long standing boil water advisories and the assistance of an expert resource should help them address these issues and remove the boil water advisory.

In conjunction with the Province and as part of the Community Sustainability Partnership 13 communities across the region were chosen to be a part of this pilot initiative. This is a three year pilot project.

Vision

The vision of the Eastern Regional Service Board is to improve the quality of life, provide leadership and to protect the environment in the eastern region by ensuring cost effective, sustainable services.

Highlights and Accomplishments

This program was implemented in the Fall of 2015 with a goal of reducing the number of long standing boil water advisories that are in place in the province and to work on registering the

wastewater systems in communities. The table below provides a summary of the communities and the status of the community.

Participating Communities							9-Jan-17
Cluster	Community Name	Community Type	Participating?	BWA?	Certification?	Last Contact	Remarks
Southern Shore	Aquaforte	Town	Yes	No	No	Oct 20 2016	BWA removed Nov 21, 2016 new disinfection system installed
	Biscay Bay	Local Service District	No	Yes	No	Nov 30 2015	not interested, dropped
	Brigus South	Local Service District	No	Yes	No	May 19 2016	not interested, dropped
	Fermeuse	Town	Yes	No	No	Dec 12 2016	this system is working well
	Ferryland	Town	Yes	No	No	Dec 13 2016	this system is working well
	Renews-Cappahayden	Town	Yes	Yes	No	Jan 9 2017	cross-connections resolved
CBC	Avondale	Town	No	No	No	Jul 19 2016	not interested, dropped
	Georgetown	Local Service District	Yes	Yes	No	Oct 18 2016	regional supply with Marysvale
	Marysvale	Local Service District	Yes	Yes	No	Sep 13 2016	regional supply with Georgetown
Isthmus	Garden Cove	Local Service District	Yes	Yes	No	Dec 12 2016	BWA Jun 16 2016
	Goobies	Local Service District	Yes	Yes	No	Nov 14 2016	operator resigned recently
	North Harbour	Local Service District	Yes	Yes	No	Nov 16 2016	Chlorine residual problems
	Swift Current	Local Service District	Yes	Yes	No	Nov 17 2016	new disinfection system installed

We have several broad observations with regards to the delivery of the program:

1. Several communities refuse to participate and there seems to be little incentive for them to participate, especially the local service districts;
2. None of the communities in the pilot program has a certified water quality technician looking after the water treatment system;
3. Many of the communities require substantial capital investment and the management/oversight is not an influencing factor in the issue; and
4. Access to information from the Department of Municipal Affairs with regards to new investments and projects in these communities is not available and often a new project is initiated and ERSB does not have access to the information.

This program is scheduled to finish in March of 2019. With some revisions and additional activities the program could become more valuable and potentially address the needs of more communities. A focus for the program should be on communities that express a desire to participate.

WASTE RECOVERY FACILITIES

In 2016, the waste recovery facilities in Clarenville and Whitbourne opened. Waste recovery facilities received material from approximately 43,716 clients which is a 45% increase over 2015. This material included; household appliances, furniture, electronics, residential construction material, tires, metal, shingles, floor coverings, propane tanks (20lbs or less), trees, and branches.

Waste diversion activities included:

- Trees and branches were chipped for recovery - Town of Harbour Grace accessed some of this product to develop a walking trail;
- 1,363,510 Kg of metal was diverted to an approved metal recycler versus 249,770kgs in 2015;

- 12,885 tires, as accepted by the Used Tire Recycling Program of the MMSB versus 14,113 in 2015; and
- 263 pallets of electronic waste, (an approximate weight of 526,000 Kg) as accepted by the Recycle My Electronics Program of the Electronic Products Recycling Association (EPRA) versus 192 in 2015.

In 2016, 6,226,318 Kg of waste was transferred from the WRFs to the Regional Waste Management Facility located at Robin Hood Bay for disposal in the landfill versus 5,781,784 Kg in 2015.

Changes to the operations of the WRFs included:

- Opening of CTS WRF January 2, 2016
- Opening of Whitbourne WRF in June 7, 2016
- Planted 800 trees in association with The Junior Forest Wardens, St. John's East NL division to replace vegetation cover north of the site Renews-Cappahayden site that was removed during the reclamation of the landfill that was in operation at the site prior to the WRF. This was a follow-up to the 1180 previously planted in 2015.
- The compaction trailers were modified to increase the payload capacity so that we could increase the efficiency of the waste removal operation. This increased payload capacity has not been utilized as we are still working through the permitting process with Motor Vehicle Registration.

HHW EVENTS

28 events were held in 2016. Resulting in 8,776 L of liquid Household Hazardous Waste, 35 Paint boxes (approximately 7,500 L of paint) and 620 compressed gas tanks and 337 fluorescent light bulbs were collected. Over all less people used the HHW events and less waste was collected than in 2015. The Board contributed \$28,000 to Volunteer Fire Departments in the region as part of this program.

SCHOOL PILOT PROJECT

School Recycling continued to be provided at the following:

School	Community	School	Community
Dunne Memorial Academy	St. Mary's	St. Bernard's Elementary	Witless Bay
Crescent Collegiate	Blaketown	Baltimore School	Ferryland
Woodland Elementary	Dildo	Laval High School	Placentia
Stella Maris Academy	Trepassey	St. Anne's Academy	Placentia
Mobile Central High	Mobile		

***Note: 2016 -2017 school year is the final year of our commitment. We have reached out to the NL English School District with regards to increasing the number of schools in the program but they have focused on Central Region and have limited resources (funding) for expansion in the eastern region.*

COLLECTIONS

There has been no significant change in curbside diversion rates between 2016 and 2015. Between 2016 and 2015 there was no significant change in the amount of waste collected, when assessing collections in place in 2015. Between 2016 and 2014 there was a 2% decrease in the amount of waste collected, when assessing collections in place in 2014.

When looking at 2016 and 2015 a decrease in curbside waste was noted in the following areas: Isthmus, Southern Shore and Bay De Grave. In 2016, the curbside collection program expanded with the addition of the Clarenville Area to total 29,000 properties versus 24,000 in 2015.

Area		Properties
BDGA	Bay de Grave (Clarke's Beach, Port de Grave)	989
CBCWM	Conception Bay Center Waste Services	2,673
CLAR	Clarenville Area Waste Services	4,672
ISTHMUS	Isthmus Waste Services	3,095
SWAS	South West Arm Waste Services	
SSWMI	Southern Shore Waste Services Inc.	3,709
TCNWM	Trinity Bay North Waste Services	2,764
TBS&CWM	Trinity Bay South/Center Waste Services	2,983
SWA	Southwest Avalon and St. Mary's Bay	4,541
S-Bay	Spaniard's Bay and Bristol's Hope	1,281
Carbonear	Carbonear and area	2,150
Total		28,857

There was approximately 20,000 tonnes of waste material collected and transported to RHB during the weekly curbside collection program.

CLARENVILLE TRANSFER STATION

In 2016, 5,106,250 Kg of waste and 273,210 Kg of recycling was received at the commercial portion of the facility. This required 226 trips to Robin Hood Bay to transport this material for disposal. Please see WRF portion of this report for residential drop off information.

Opportunities and Challenges Ahead

Again in 2016 it was evident to the Board that its efforts to further implement the Provincial Waste Management Strategy were hampered by two significant issues with the enabling legislation.

Firstly, the *Regional Service Boards Act* and the subsequent regulations do not provide the necessary tools for the appropriate administration of services. In comparison to municipalities the regional service boards lack tools such as:

- the ability to lien a property for non-payment of fees or to seek a sale of the property for monies owed,
- boards have the burden of going to small claims court to collect debts which immediately increases the cost of collection with the addition of court filing fees and can result in the Board retaining legal counsel with further increases the cost of collection,
- there is no requirement to be notified of property sales similar to Cities such as St. John's/Mount Pearl, and
- boards do not have the ability to retroactively collect fees or issue certificates of good standing for accounts.

These items combined with the lack of a comprehensive property ownership database in the Province negatively affects the revenue sustainability of regional service boards. The Eastern Regional Service Board has tried to mitigate these deficiencies through the creation of a comprehensive property ownership database which is enabled with geographic mapping information with a focus on gathering this data for unincorporated areas and local service districts. The Board has canvassed many of the unincorporated areas going door to door as well as posting notifications in local newspapers. Even with all of these efforts the Board is still not able to secure information for many properties which results in various scenarios that are not well received by the public such as back billing to the start of service once information is found, application of interest, knowing that some have been invoiced and some not for the services, attempts to evade or be deceitful in providing information.

Secondly, the implementation of Provincial Waste Management Strategy is hampered by the many different entities that have authority to manage waste including waste disposal committees, local service districts, municipalities, and the regional service board. The lack of a common standard for services, no mandatory targets and different priorities amongst these entities means that some communities have chosen not to implement the regional service and not to implement their own services that contribute to the objectives of the Provincial Strategy. The reason often cited is cost and until there is a mandatory requirement the communities will continue to provide the basic level of service. In the case of waste management this is a garbage only collection system with no opportunity for diversion of recyclables, valuable metals or hazardous materials. The Board has worked with the communities that are willing to advance the waste management strategy but it has reached a point where the remaining communities are unwilling to adopt the strategy. There is a disconnect between the objectives of the strategy, the mandate of the Board and the interests of the municipalities.

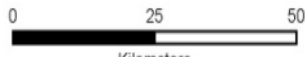
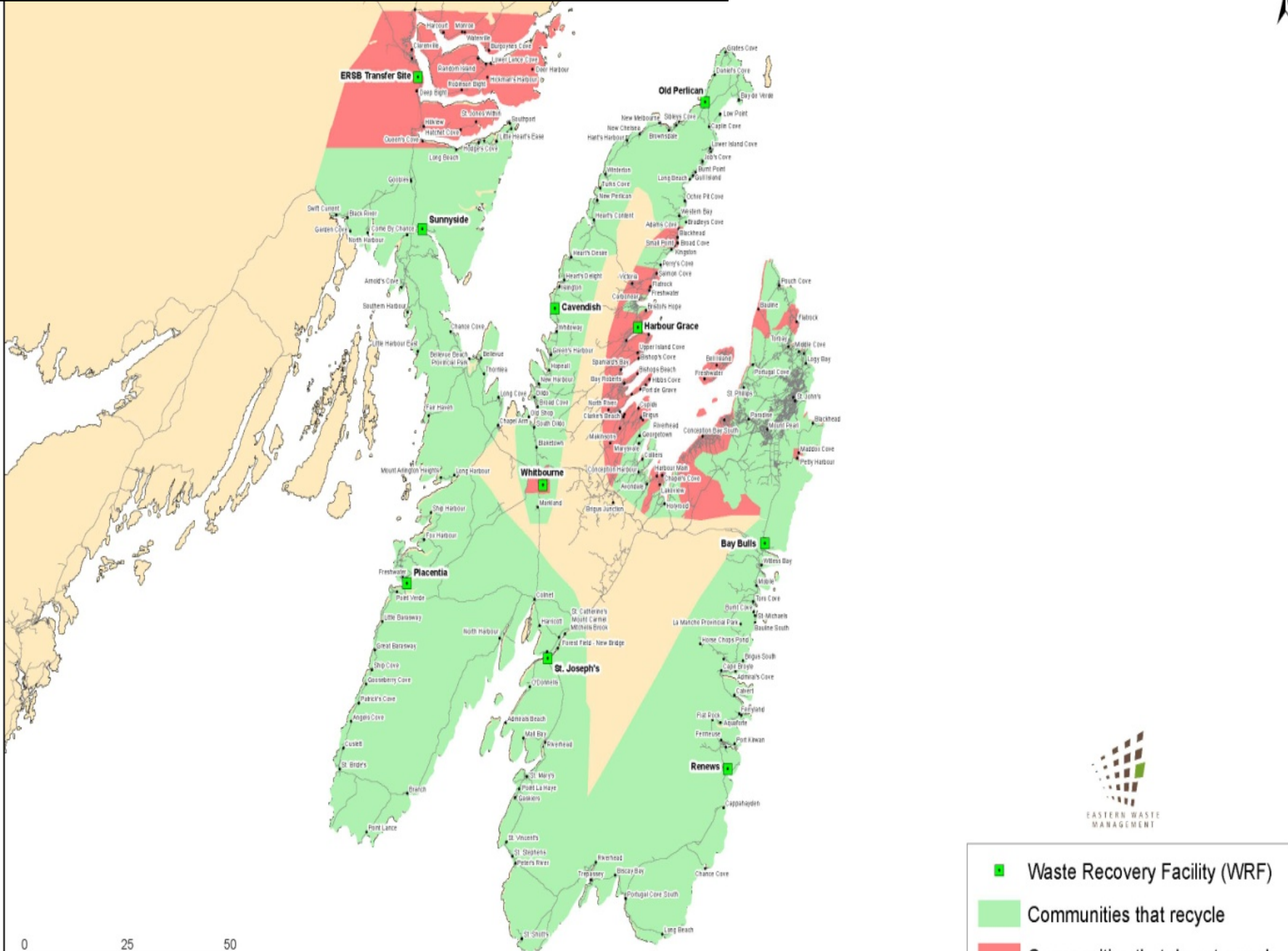
Luckily, the opportunities for the Eastern Regional Service Board far outweigh the current challenges. As a regional entity providing services to a vast array of communities from unincorporated areas to large municipalities the Board has focused on building organizational capacity to leverage its knowledge and expertise. One of the most significant aspects for any organization is revenue collection and as discussed this challenge is greater when property ownership is not known. With the development of a comprehensive GIS enabled database the Board has a unique advantage to support municipalities and for future service delivery. This will facilitate the cost effective collection of fees for other services if the mandate of the Board is expanded. This information could also assist municipalities in the collection of fees outside their municipal boundaries for services such as fire protection which will be piloted in 2017 by the Board or other services such as recreation, animal control, etc.. if the Board is mandated to administer these services outside municipal boundaries.

As the municipal workforce ages the ability to capture and map key infrastructure such as buried water and sewer lines will help mitigate the loss of corporate knowledge in these entities as staff retire.

The Board can also build upon its existing relationships with municipalities, local service districts and representative groups such as joint councils, road associations, etc... to facilitate the delivery of other municipal services. The *Regional Service Boards Act* under Section 19 contemplates the boards delivering other services such as regional transportation, recreation, animal control, building inspection and other services of a regional nature such as regional planning. In some of these areas the Board could provide an administrative capacity that allows the municipalities to continue to have the authority for provision of the service but purchase the service from the Board.

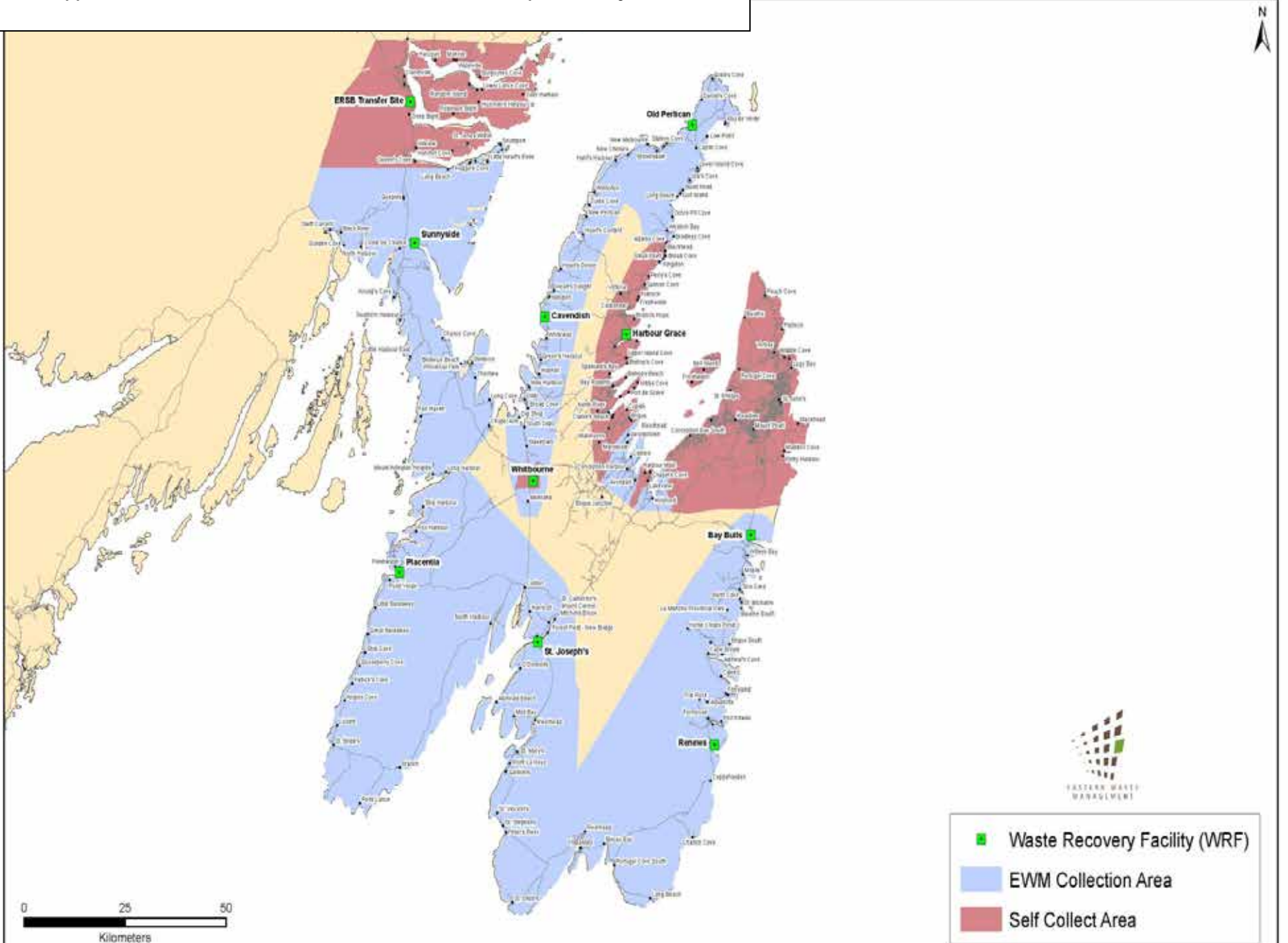
The Board has started supporting the various joint councils in the region and is hoping to build this relationship into a greater number of regional services being offered and utilized across the region. The addition of services provides an opportunity to make the boards more sustainable in that the administrative cost can be shared over more services instead of being carried by only one service.

Appendix 1: Communities that have Curbside Recycling as of January 2013



- Waste Recovery Facility (WRF)
- Communities that recycle
- Communities that do not recycle

Appendix 2: Communities with waste collection services provided by the Board.



(4)(b)(2) Update on Joint Council Survey for ERSB Corporate Plan

BRIEFING NOTE

Update re: Joint Council Survey for ERSB Corporate Plan

BACKGROUND

Staff are currently developing a new Corporate Plan to guide ERSB into the future. In support of the plan development process, a short survey was created to solicit feedback about the Board and its work from Joint Councils and community leaders. This survey was first noted at the Board of Directors meeting in May.

The survey is intended for individual Mayors, Deputy Mayors, Councillors and Local Service District Committee Members. Their input on an individual level will be extremely valuable to the Board in determining local and regional needs moving forward in relation to service delivery, and the overall role of the Eastern Regional Service Board in this regard.

The idea of a survey was first introduced at Joint Council meetings in April, and was further noted at meetings in May/June. The survey was distributed on social media (Facebook Group – NL Community Leaders Forum) on May 14, 2018. Three responses were received at that time. The survey was then distributed via e-mail on June 6 to over 200 other community leaders. Thus far, eleven (11) responses have been received from the e-mail distribution process.

The Outreach Coordinator will continue to follow-up with community leaders to get as many responses to the survey as possible.

**(4)(c) GOVERNANCE COMMITTEE
REPORT**

(4)(c)(1) Update on Establishing New Joint Councils

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Dear Mayor, Deputy Mayor and Councillors:

In the fall of 2016, the Eastern Regional Service Board (ERSB) hired a new Board Clerk/Outreach Coordinator. Mr. Bradley Power, who some of you may know from his days at Municipal Affairs and Fire and Emergency Services-newfoundland and Labrador, is now responsible for coordinating the work of the ERSB Board of Directors, as well as outreach coordination for communities, joint councils and mayors' association throughout the region. Mr. Power is also a municipal councillor in the Town of Logy Bay-Middle Cove-Outer Cove, so he truly understands how your communities work and what support they need to operate effectively. He is a fantastic resource for the ERSB and the communities he works with on a regular basis on behalf of the Board.

In particular for the last 18 months, Mr. Power has been providing meeting coordination services free of charge to joint councils and mayors' associations as part of his new position. He coordinates the agenda, minutes and correspondence/special projects for the Conception Bay North Joint Council, Northeast Avalon Joint Council, Southern Shore Joint Council and the Trinity Bay-de-Verde Joint Mayors Association. He has also provided some support to the Isthmus Regional Committee and the Killick Coast Mayors during his tenure. These groups have found his support to be extremely beneficial. In most cases, it has rejuvenated membership and brought more people to the table to discuss issues pertinent to all communities.

Joint councils, mayors' associations and regional committees are an integral part of our province. They discuss and advance issues of importance on a regional scale. The ERSB, through Mr. Power, is pleased to provide these important groups free administrative and coordination services. We now ensure that items on joint council agendas get addressed, and necessary follow-up on new issues occurs in a timely fashion. He will work on your behalf, while at the same time providing a direct link for you to the Eastern Regional Service Board. It is a win-win situation for all involved.

In recent months, we have found that some joint councils are not very active. In other cases there is no joint council at all. We want to help you change that in your area and begin reaping the benefits of a well-organized and operational regional group. Mr. Power and the ERSB Board Member for your area will help by offering free administrative support for a monthly or quarterly meeting on a go-forward basis. Our hope is that by establishing or re-establishing a joint council in your area, we can begin discussing issues like regional service sharing (snow clearing, animal control, regional land use planning, etc.), economic development, and the greater utilization of current resources and infrastructure. This will also be a great opportunity to network on a regular basis with your colleagues, including local service districts that have typically not been engaged. Together we can make our communities stronger and more influential overall.

To that end, we will host an inaugural meeting in late September for communities in your area. At this first meeting, a constitution and meeting procedures will be developed. Contact lists will also be compiled, and an election process for a Chair and Vice Chair will be discussed. Participants will then be

asked to go back to their individual communities, solicit ideas for regional discussion topics, and then come back and start the process of working together to reach common goals.

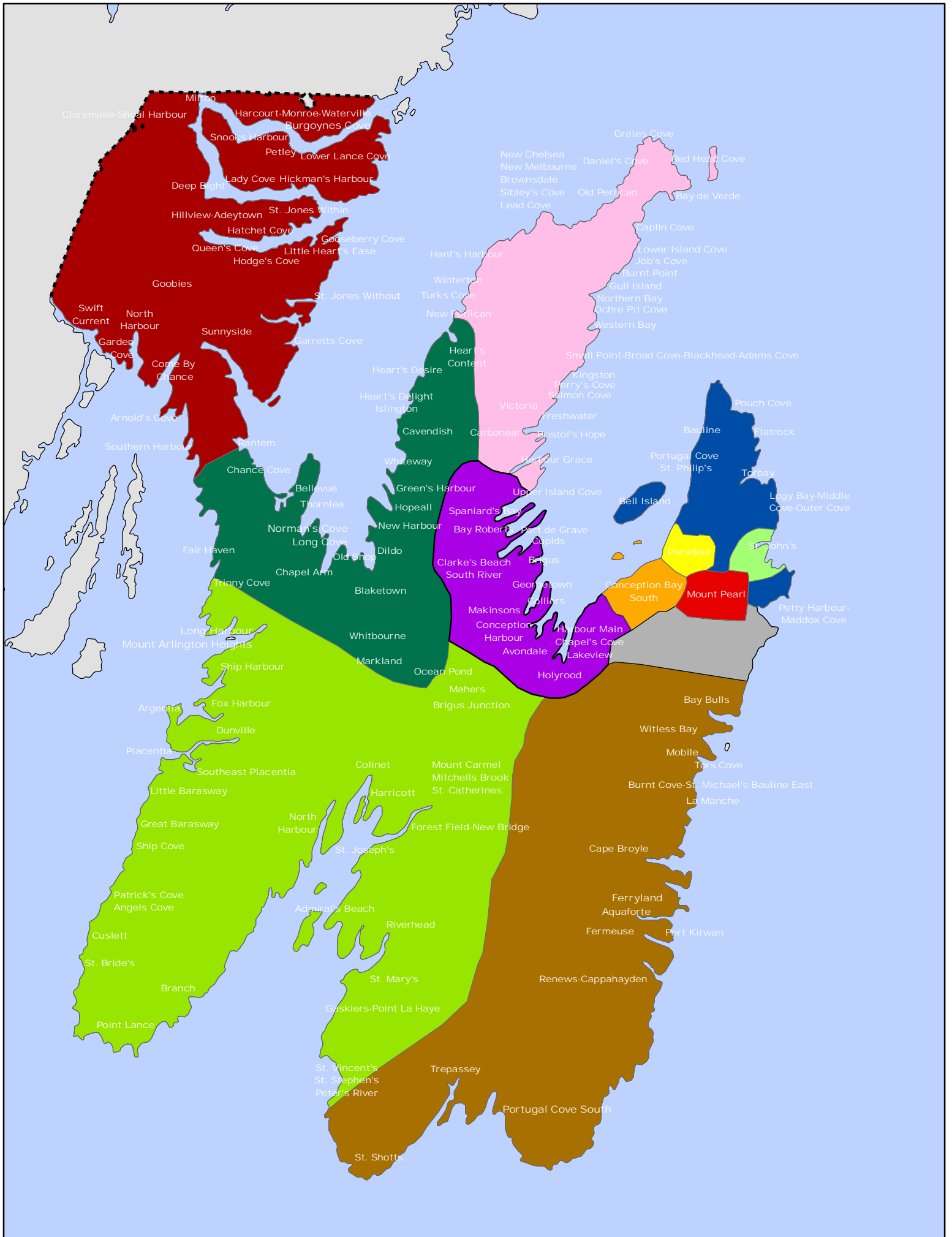
This is not intended to be a solely ERSB-led initiative. The ERSB's role in this process is that of a coordinating entity to help get things kick started. We have seen huge success in communities that have come to the joint council table as a result of our work. In some cases, joint council meeting attendance doubled, and issues that were on the agenda for years got addressed finally. Please note that this meeting is not intended to be about waste issues which is our primary line of business, rather, we want to help you benefit from formalized regional cooperation. We will help build the joint council, and we hope you will take ownership and lead it into the future (with our support administratively, free of charge).

If you are interested in being part of this initiative, please reach out to Mr. Power at 709-579-8889 (office), 709-697-2633 (mobile), or e-mail bpower@ersbnl.ca.

We are confident you will see great benefit from working together on a regional scale, with the appropriate supports in place to advance your issues. Our commitment is to ensure you have an avenue to work together and establish a more influential voice in the province. We look forward to your participation.

Sincerely,

ED GRANT
CHAIRPERSON
Eastern Regional Service Board



**(4)(c)(2) WorkplaceNL
Report/Update**

BRIEFING NOTE

Workplace NL Report

BACKGROUND

Attached to this briefing note is the 3 year history of claims for employees through the Workplace NL program.

The claims have increased from 2 each year in 2015 and 2016 to 5 for 2017.

So far in 2018 there have been no injuries on the job for any employee.

All meetings, minutes and policies have been reviewed and updated for the year.

At the May Board meeting the Corporate Policy Annual statement was tabled and endorsed by the Board.

MOTION:

We recommend acceptance of this report as the Workplace NL report..

For Employer: EASTERN WASTE MANAGEMENT (2018349)

EASTERN REGIONAL SERVICE BOARD

Data as of June 09, 2018

Types Of Claims	2015	2016	2017	Total
Health Care Only	1	1	1	3
Lost Time	1	1	4	6
Types Of Claims Total	2	2	5	9

Nature Of Injuries	2015	2016	2017	Total
Multiple traumatic injuries and disorders	1	0	0	1
Open wounds	0	1	2	3
Other traumatic injuries and disorders	1	0	0	1
Traumatic injuries to muscles, tendons, ligaments, joints, etc.	0	1	3	4
Nature Of Injuries Total	2	2	5	9

Sources Of Injury	2015	2016	2017	Total
Building materials-solid elements	0	1	0	1
Construction, logging, and mining machinery	0	0	1	1
Floors, walkways, ground surfaces	0	0	1	1
Highway vehicle, motorized	1	0	0	1
Ladders	0	0	1	1
Medical and surgical instruments	0	0	1	1
Person-injured or ill worker	1	1	1	3
Sources Of Injury Total	2	2	5	9

Parts Of Body	2015	2016	2017	Total
Ankle(s)	0	0	1	1
Back, including spine, spinal cord	0	1	1	2
Hand(s), except finger(s)	0	0	2	2
Leg(s)	1	1	0	2

For Employer: EASTERN WASTE MANAGEMENT (2018349)
EASTERN REGIONAL SERVICE BOARD

Data as of June 09, 2018

Parts Of Body	2015	2016	2017	Total
Multiple body parts	1	0	1	2
Parts Of Body Total	2	2	5	9

Types Of Accident	2015	2016	2017	Total
Bodily reaction	1	1	1	3
Caught in or compressed by equipment or objects	0	0	1	1
Fall on same level	0	0	1	1
Highway accident	1	0	0	1
Struck by object	0	1	2	3
Types Of Accident Total	2	2	5	9

Notes:

1. This report identifies only those claims accepted by WorkplaceNL in which benefits have been paid. The statistics contained in this report are based on definitions the Association of Workers Compensation Boards of Canada, (AWCBC) uses under the National Work Injury Statistics Program (NWISP). Please note that the statistics used by other Workers' Compensation Boards and Commissions may be similar but not identical.

2. *Lost Time claims:* The number of new claims reported, accepted and paid. These claims involve lost-time from work where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance).

3. *Health Care Only claims:* The number of new claims reported, accepted and paid. Health care only claims do not involve lost-time from work.

4. *Fatality claims:* The number of fatality claims that were accepted. A fatality is recorded in the year the claim is accepted.

(4)(c)(3) Employee Benefits Review

BRIEFING NOTE

Employee Benefits

BACKGROUND

The Employee Benefits program was tendered in the Fall of 2016. In 2016 when Encom was the benefits program provider the monthly premiums for the renewal in September of 2016 was \$6,163.00.

The lowest tendered bid for the program was Medavie Blue Cross with a bid of \$4,302.37 monthly premium. This was for a similar program of coverage and for the same number of employees.

This year Medavie Blue Cross has presented us with a renewal of \$4,260.76 which is a monthly increase of \$88.77 or 2.2%.

We do have less employees and we do have more employees that are covered as singles versus family.

As a 50/50 cost shared program between the employee and the employer we have managed to maintain coverage within the budget.

In the analysis of the claims or experience on this program over the past year we have had a high number of health claims, lower dental claims and higher critical illness claims.

MOTION:

We recommend acceptance of this report and the renewal of the benefits program for an additional year.

(6) NEW BUSINESS

**(6)(b) Letter to Brett Wareham from
Minister Parsons re: Waste Fees**

JUN 18 2018

COR/2018/01514-01

Mr. Brett Wareham
E-mail: wareham.bmw@gmail.com

Dear Mr. Wareham:

Further to my recent e-mails, I am writing in response to your letter dated May 13, 2018, regarding the implementation of the Provincial Waste Management Strategy in Eastern region. As Minister of Municipal Affairs and Environment, Premier Ball has requested that I also provide you with a response on his behalf.

I appreciate your concerns about the Strategy being implemented differently across the province. However, I would suggest that the regional service boards are more appropriately compared to the province's various municipalities and local service districts than to most other agencies, boards, or commissions. Much like municipal councils and committees across the province, these boards have similar authorities to make local service delivery decisions that can vary to better reflect local circumstances and priorities. For towns and local service districts, such decisions can include different mill rates and municipal by-laws, regulations, and policies. For the regional service boards, these decisions are primarily related to fee structures and collection policies.

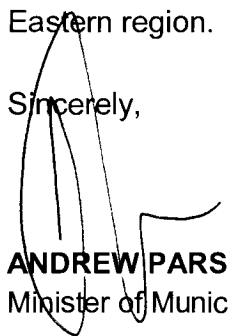
Having said that, there are also a number of elements of the Strategy that are applied consistently across all regions, for example, the establishment of various province-wide environmental standards for waste management facilities and activities in accordance with the *Environmental Protection Act*.

I also recognize the points you shared from Mr. Crosbie and Mr. Wakeham regarding democratic representation and regional government. First of all, I must re-iterate that the members who serve on the regional service boards are not unelected. These individuals are local government representatives who, in accordance with the *Regional Service Boards Act, 2012*, must either be municipal councillors or local service district committee members for the specific purpose of democratic representation. Accordingly, these members are expected to appropriately represent the people that they serve. The Chairs of the boards are chosen by the board members.

Finally, with respect to your question about contributing to the ongoing review, if there are any additional recommendations you would like to provide, then I encourage you to consider making a written submission to the Department, to be duly considered as part of the review process.

Thank you, again, for all of your time and dedication on behalf of Avalon Peninsula cabin owners who have been sharing their concerns and experiences on this issue. I look forward to working collaboratively with all stakeholders to find solutions that work for the residents of Eastern region.

Sincerely,



ANDREW PARSONS, QC
Minister of Municipal Affairs and Environment

cc: Honourable Premier Dwight Ball